

## Site Plan Approval Application

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### Office Use Only

File Number \_\_\_\_\_ Date Accepted \_\_\_\_\_

Related File Numbers: \_\_\_\_\_

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### Before You Submit Your Application, Please Ensure You Have:

- Filled out the application form
- Signed the application form. If the applicant is not the owner of the land subject to this application, please fill out section 9.2 or attach authorization
- The application commissioned by a Commissioner of Oaths (Part Eight)
- Attached the applicable application fee
- Attached ten (10) oversized copies of the Site Plan to scale
- Attached six (6) oversized copies of the Lot Grading and Site Services Plan to scale
- Attached four (4) oversized copies of the Building Elevations to scale
- Attached four (4) oversized copies of the Landscape Plan to scale
- Attached four (4) copies of the Storm Water Management Report
- Attached four (4) copies of any additional studies required with the application
- Attached a legal size copy of each plan
- Folded oversized plans letter sized
- Provided a digital copy (PDF) of all the drawings and studies required on a USB or through E-mail
- Copy of formal consultation minutes (if a formal consultation meeting was held)

### Additional Information

Comments or questions concerning this application can be directed to:  
City of Stratford Development Services  
82 Erie Street, 3<sup>rd</sup> Floor Stratford, ON N5A 2M4  
Telephone: (519) 271-0250 extension 5345, Fax: (519) 271-5966,  
Email: [planning@stratford.ca](mailto:planning@stratford.ca)

**Part One: General Information**

- This Site Plan Application will require a Site Plan Agreement. As the Site Plan Agreement will be registered against title to the lands, the "Registered Owner's Name" must be identical to how title is held. This information must be complete, as all subsequent documentation shall be prepared on the basis of the information provided under Registered Owner's Name.
- If the financial securities required by the Agreement, are provided to the City in the form of a Letter of Credit, the name(s) of the Owner/Person/Corporation on the Letter of Credit must be identical to the name(s) of the Owner/Person/Corporation executing the Agreement.
- The applicant may be the person acting on behalf of the Registered Owner to obtain Site Plan Approval.
- If this application is signed by an applicant on behalf of an owner, the owner's written authorization must accompany the application (See Part Nine: Authorizations).

**1.1 Registered Owner**

Owner: \_\_\_\_\_

Principal of company (if owner is a company): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**1.2 Applicant (if other than the registered owner)**

Name: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Communications are to be sent to:**  Owner  Applicant  Both

**1.3 Solicitor(s)**

Name: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please attach the names & information of any consultants, such as engineers, surveyors, planners, etc., as applicable.**

**1.4 Location of the Subject Land**

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Frontage (m): \_\_\_\_\_ Depth (m): \_\_\_\_\_ Area (m<sup>2</sup>): \_\_\_\_\_

**1.5 Please identify the names and addresses of the holders of any mortgages, charges or other encumbrances on the subject lands.**

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

**1.6 Formal Consultation**

- A formal pre-application consultation meeting is required prior to the submission of each application in most instances.
- Please submit a copy of the meeting minutes with the application if a formal consultation meeting was held.

Have you attended a formal consultation meeting?     Yes             No

Please indicate the date of the formal consultation meeting:  
\_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

**1.7 Application Type**

- New Site Plan       Site Plan Amendment

**1.8 Have there been any previous Site Plan or Development Agreements registered against these lands?**

Yes  No

Please identify year, file number, particulars:

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**1.9 Are there any easements, rights-of-way, municipal drains or restrictive covenants affecting the subject lands?**

Yes  No

If yes, describe the purpose/effect and identify the name and address of the persons who benefit from the easement, right-of-way or covenant and the name of the municipal drain.

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**Part Two: Proposed Development**

**2.1 Nature of proposed development/use:**

Commercial  Industrial  Residential  Mixed Use  Institutional  Other

Please describe the specific intended use of the lands and building(s) including all accessory uses:

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**2.2 Are you intending to submit a Plan of Condominium application?**

Yes  No  Unknown

If yes, what type of Plan of Condominium? \_\_\_\_\_

**2.3 Current zoning of the land:**

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**2.4 Is the proposed use(s) permitted by the Zoning By-law?**

Yes  No

**Is the proposed site and building design in compliance with the Zoning By-law?**

Yes  No

**If no to either of the above, has an application been submitted for a rezoning or minor variance?**

Yes  No

File Number: \_\_\_\_\_

Details on the proposed site specific provisions required to allow the proposal:

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**2.5 Site Development Data Chart**

- Please include a completed Site Development Data Chart on the Site Plan and note if minor or maximum.

<b>Detail</b>	<b>Proposed</b>	<b>Existing</b>	<b>Total</b>	<b>Req'd by ZBL</b>
Lot Area	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Lot Frontage	m	m	m	m
Front Yard Depth	m	m	m	m
Lot Depth	m	m	m	m
Interior Side Yard Width	m	m	m	m
Exterior Side Yard Width	m	m	m	m
Rear Yard Depth	m	m	m	m
Lot Coverage	%	%	%	%

<b>Detail</b>	<b>Proposed</b>	<b>Existing</b>	<b>Total</b>	<b>Req'd by ZBL</b>
Landscaped Open Space	%	%	%	%
Accessory Building Area	m <sup>2</sup>	m <sup>2</sup>	% m <sup>2</sup>	% m <sup>2</sup>
Building Area (Ground Floor Area)	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Gross Floor Area (Total All Floors)	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Number of Parking Spaces				
Number of Accessible Spaces				
Number of Loading Bays				
Building Height	m	m	m	m
Accessory Building Height	m	m	m	m
Driveway Width at Property Line	m	m	m	m
Open / Outdoor Storage	m <sup>2</sup>	m <sup>2</sup>	% m <sup>2</sup>	% m <sup>2</sup>
Number of Dwelling Units				
Density (units per net hectare)				

**2.6 Are the subject lands currently vacant?**

Yes       No

**2.7 Does the proposed development include the demolition of existing buildings or parts thereof?**

Yes       No

Describe briefly: \_\_\_\_\_

**2.8 Is the proposal an addition to an existing building?**

Yes       No

Describe briefly: \_\_\_\_\_

**2.9 Are any of the existing buildings or lands designated as being architecturally and/or historically significant? (Part IV and/or Part V of the Ontario Heritage Act)**

Yes       No

Describe briefly: \_\_\_\_\_

### **Part 3: Previous Uses**

**3.1 Has there been an industrial or commercial use on the subject land or adjacent lands?**

Yes       No

If yes, specify the use and the last year of that use:

\_\_\_\_\_

**3.2 Has the grading of the subject land been changed by adding earth or other material?**

Yes       No       Unknown

**3.3 Has a gas station been located on the subject land or land adjacent to the subject land at any time?**

Yes       No       Unknown

**3.4 Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?**

Yes       No       Unknown

**3.5 Is there reason to believe that the subject land may have been contaminated by former uses on the site or adjacent sites?**

Yes       No       Unknown

**3.6 Has the land ever been subject of an environmental order such as control, stop, preventative, clean-up or prohibition order?**

Yes       No

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

### **3.7 What information did you use to determine the answers to the above questions?**

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- Attach supplementary reports where applicable.
- A Record of Site Condition (RSC) may be required prior to site plan approval.
- Additional information may be required.

## **Part Four: Drawing Requirements**

All plans and drawings submitted in accordance with a site plan agreement application shall be prepared by a registered professional architect or professional engineer and, where appropriate, an Ontario Land Surveyor.

### **4.1 Site Plan Requirements**

The site plan drawings shall include a symbol key with legend and the following information and requirements (clearly show what is existing and what is proposed):

- a) north arrow;
- b) standard scale in metric;
- c) site development data chart from Section 2.5;
- d) the dimensions of the site as taken from a survey or legal description of the property;
- e) street name(s) and width of the street;
- f) use of abutting lands and zone;
- g) widths and locations of driveways, access aisles and fire routes;
- h) location, setback and dimension of parking and loading areas;
- i) the location, setbacks and use of all existing and proposed buildings and structures on the site;
- j) finished floor elevations of buildings;
- k) location of closest fire hydrant(s) (state whether existing or proposed);
- l) designated fire routes with the notation "fire route to be posted and designated under municipal by-law" and detail of signage;
- m) dimensions of buildings;
- n) distance between buildings;
- o) the entire road allowances (including medians and turning lanes), access driveways (on the subject lands and on any adjacent lands), pavement markings (turning lanes



etc.), parking area layout, ramps (all showing minimum dimensions or typical dimensions, locations and surface material);

- p) calculation used to determine parking requirements;
- q) location of any sidewalks, walkways, stairs and building entrances, including barrier free access to building;
- r) accessible paths of travel and accessible parking space signage detail;
- s) amenity areas and location and type of proposed bike rack;
- t) location, height, type and detail of all proposed fencing and curbing;
- u) location of all existing and proposed poles, transformers and the location of all site lighting;
- v) location and type of all existing and proposed easements, right-of-ways and required land dedications, and municipal drains and the municipal drain maintenance area;
- w) location and type of enclosure to be used for storage of garbage and other waste material;
- x) snow storage location(s);
- y) state whether building is to be sprinklered or not sprinklered, whether the building has a standpipe and hose system or does not have a standpipe and hose system and show location of fire department connections (sprinkler/siamese).

#### **4.2 Grading/ Servicing Plan Requirements**

The grading / servicing drawings shall include the following information, symbol key and legend (clearly show what is existing and what is proposed):

- a) existing and proposed grade elevations (referenced to benchmark elevation);
- b) residential developments to include top of footing, underside of footing and top of foundation elevations;
- c) existing services (storm, water, sanitary);
- d) location, size and depth of cover of storm, water and sanitary services;
- e) % slope of storm and sanitary services;
- f) statement if existing services are to be used or if services are proposed;
- g) direction of surface drainage flow through use of drainage arrows;
- h) location of rainwater leader discharge to surface;
- i) proposed and existing structures and buildings;
- j) if catchbasins are to be used, show proposed storm sewer hookups and storm laterals size and location, catch basin rim elevation;

- k) if storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5, 100 and 250 year return period storm;
- l) existing and proposed driveway entrances and curbs;
- m) location of proposed bicycle rack;
- n) type of surfacing (i.e. sod, gravel, asphalt, etc.);
- o) relative street grade elevations fronting site, property lines;
- p) swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections). NOTE: Drainage must remain internal to the site unless approved by the City of Stratford Infrastructure and Development Services Department;
- q) elevations of individual internal driveways where a depressed driveway may exist;
- r) maintenance holes with existing and proposed intervals;
- s) location of closest fire hydrant(s), hydro poles, transformers and site lighting (existing and proposed);
- t) location of existing and proposed siamese or standpipe connection;
- u) location of proposed hydro connection to the existing hydro plan. Said connection shall be noted as underground or above ground;
- v) invert of storm, sewer and water laterals at point of connection;
- w) location and type of all existing and proposed easements, right-of-ways and required land dedications, and municipal drains and the municipal drain maintenance area;
- x) breakdown of water and sanitary services sizing determination as per the OBC;
- y) proposed erosion and sediment control measures and notes;
- z) construction notes for all works to be done, including restoration.

### **4.3 Building Elevation Requirements**

Applicants are required to provide drawings showing plan, elevation and cross-section views for each building to be erected, including the following information:

- a) the massing and conceptual design of the proposed building and building materials;
- b) the relationship of the proposed building to adjacent buildings streets, and exterior areas to which members of the public have access;
- c) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- d) the height of all buildings, structures and free-standing signs proposed on the said lands in metres.

#### **4.4 Landscape Plan Requirements**

Landscape drawings shall show a legend with key symbol and the following information:

- a) existing and proposed buildings;
- b) location of existing plant material to remain;
- c) location of vegetation to be removed;
- d) location of all proposed plant material, planting beds, and seeded or sodded areas;
- e) plant list showing key, numbers of plants, botanical and common names and plant size at installation date, and maturity height in metres;
- f) location and surface treatment of pathways, play areas, special activity areas, open space areas, building entrances and doorways;
- g) location of outdoor lighting;
- h) location and treatment of garbage collection areas;
- i) existing and proposed curbing, sidewalks and hard surface areas;
- j) location, height and type of proposed and existing fencing;
- k) denote the sight triangle and daylight triangle where applicable;
- l) denote any parking spaces and any signage.

## **Part Five: Subsequent Submissions**

Where subsequent submissions are required please provide a letter outlining how the subsequent submission addresses staff comments and include six (6) oversized copies (letter size folded) and legal size of each plan.

## **Part Six: Required Studies**

The scale of the development may require that various studies be submitted with the application to allow for the evaluation of the proposed development. The required studies will be identified through consultation. These studies may include but are not limited to:

- Archaeological Assessment
- Environmental Impact Study
- Heritage Impact Assessment
- Light Impact Study
- Noise and Vibration Studies
- Planning Justification Report
- Record of Site Condition
- Servicing Studies
- Traffic Impact Study
- Tree Inventory Analysis

## **Part Seven: Other Fees**

The owner will be required to provide securities for works on public and private property. The owner must submit a cost estimate for works on private property that will be reviewed by staff and used to determine the required securities for works on private property that are to be submitted in the form of a certified cheque or letter of credit. Securities for the works on private property must be provided prior to site plan approval. Securities for works on public property must be provided prior to the commencement of works on public property.

In addition to the application fee where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, including required land dedications, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees, which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

The applicant is hereby notified that in the event the City of Stratford approves the application and the matter is appealed to the Local Planning Appeal Tribunal, the applicant may be required to enter into a financial agreement to bear all legal and

consulting costs incurred by the City with regard to its preparation for and attendance at such hearings, including all prehearing conferences and all hearing related matters.

**Part Eight: Affidavit or Sworn Declaration**

**Declaration for the Prescribed Information**

I, \_\_\_\_\_ of the \_\_\_\_\_

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

make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above sections is true.

Sworn (or declared) before me:

at the: \_\_\_\_\_

in the: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner/Applicant

## Part Nine: Authorizations

### **9.1 Owner/Applicant's Consent Declaration**

I acknowledge that the personal information collected in this application is collected under the authority of the *Ontario Planning Act*, and will be used by City staff and authorized agents for the purposes of processing this application and for administrative purposes. All names, addresses and comments will be included in material available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection and use of this information may be made to the City Clerk, 1 Wellington Street, P.O. Box 818, Stratford, ON N5A 6W1, by telephone 519-271-0250 extension 5329 during business hours or by emailing tdafoe@stratford.ca.

I hereby authorize the City of Stratford staff authority to access the subject site for the purposes of evaluation of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner /Applicant

### **9.2 Authorization of Owner for Applicant to Make the Application**

**Please complete this section if the application is being submitting by an applicant on behalf of the owner**

I, \_\_\_\_\_(print name) am the owner of the land that is the subject of this application for site plan approval and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

If you require this document in an alternate format contact the Clerks Department at 519-271-0250 extension 5237 during business hours or by email at clerks@stratford.ca.