

# **SITE PLAN APPLICATION AND PROCEDURE GUIDELINES**



**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA**

Township of Dawn-Euphemia  
Site Plan Application and Procedure Guidelines

---

1.0 Introduction

- 1.1 The Corporation of the Township of Dawn-Euphemia is authorized to require all development within the 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, as amended and to the Site Plan Control By-law Number 3 of 2000 adopted by the Township of Dawn-Euphemia.
- 1.2 All development proposals 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 Council of the Township of Dawn-Euphemia is required to approve all site plans prior to any building permit being issued for the proposal, except that, Council may approve a conditional building permit prior to approval of a site plan agreement.

2.0 The Application

- 2.1 The application form and draft site plan are to be submitted to the Township of Dawn-Euphemia, 4591 Lambton Line, RR 4 Dresden, ON NOP 1MO.
- 2.2 The application must be signed and submitted by the property owner or authorized agent. Where it is being made by the agent, written authorization from the property owner must accompany the application. Township staff will assist applicants in completing applications if requested.
- 2.3 If it is the opinion of the Clerk of the Township of Dawn-Euphemia that the application (including the form and/or plans) is incomplete, it will either be returned to the applicant for completion/correction, or clarification will be sought prior to processing. The reason for this requirement is to ensure that staff have adequate information on which to base their comments. This generally helps 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 and registering the site plan agreement. **The application fees are in accordance with the Township's Fee By-Law.**
- 3.2 The applicant may be required to provide an additional fee should, in the opinion of the Municipality, a detailed engineering review be necessary.
- 3.3 Fees may be paid by debit, cash, cheque or money order to the Township of Dawn-Euphemia.
- 3.4 An application will not be deemed complete unless the relevant fees have been paid.

4.0 Site Plan Requirements

- 4.1 In accordance with Section 41 of the Planning Act, the site plan is required to indicate the following:
  - a) the dimensions of the property;
  - b) a north directional arrow;
  - c) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;

- d) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- e) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- f) all buildings, structures, pavement, fences, poles, sidewalks, driveways, hedges and trees on the site;
- g) adjacent land uses;
- h) all existing and proposed on-site drainage improvements;
- i) all natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
- j) the location of private water supply and sewage disposal facilities;
- k) the application may be required to be accompanied by a copy of the deed to the subject property;
- l) walkways and walking ramps, including the surfacing thereof, and all other means of pedestrian access/egress;
- m) facilities for lighting, including flood lighting of the land or of any buildings or structures; and
- n) vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials.

## 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 particulars required and to supply all plans necessary to submit a complete application.
- 5.2 An official acknowledgement of receipt of a completed application will be given by the Clerk.
- 5.3 Circulation: Following official receipt of the completed application, the Municipality will circulate the application and plans to staff members including the County Planner for review and comments. Once this circulation has been completed and comments from staff have been obtained, a meeting between the applicant and staff may be required.
- 5.4 Site Plan Meeting: Depending upon the scale of the proposal and the level of complexity associated with the development, the County Planner may arrange a meeting of the applicant and appropriate Township staff. The County Planner and Township staff may identify concerns and request that the applicant modify the site plan to address these matters.
- 5.5 Site Plan Agreement: Subsection 41(7) of the Planning Act grants municipalities the right to enter into agreements with applicants in order to ensure the development is constructed as proposed by the site plan. The agreement also assigns financial responsibility to the owner, should the development not meet the specifications of the site plan. The County Planning Department will prepare a site plan agreement to be reviewed by the applicant and Council. Once the parties agree to the terms of the agreement, the municipality will register the agreement at the applicant's expense.
- 5.6 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.
- 5.7 Modifications and Amendments: Existing site plan agreements may be modified or amended from time to time. For minor alterations (i.e. small building enlargements) to existing site plans, Council will consider recommendations from staff, in consultation with the County Planning Department for "red line" changes that will not require either a formal application submission or a fee. For major changes (i.e. new buildings), amendments will be considered through submission of a new application for site plan approval accompanied by the site plan application fee.

## Township of Dawn-Euphemia Application for Site Plan Approval

Roll No. 3806-\_\_\_\_-\_\_\_\_-\_\_\_\_\_ Property Address:\_\_\_\_\_

1. Name of Owner: \_\_\_\_\_  
(if numbered company, please also include the name of principal(s))

Municipal Address: \_\_\_\_\_  
Number and Street Name

\_\_\_\_\_  
City Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number Cell Phone Number

\_\_\_\_\_  
e-mail address

Authorized Agent: \_\_\_\_\_  
(if numbered company, please indicate the name of the principal(s))

Agent interest in subject lands / application: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Name

\_\_\_\_\_  
City Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number Cell Phone Number

\_\_\_\_\_  
e-mail address

All correspondence should be sent to: ☐ owner ☐ agent  
Who can be contacted during the day for further information? ☐ owner ☐ agent

Title and name of person who has authority to enter into the Site Plan agreement  
(name on Deed)

\_\_\_\_\_

2. Date subject land was acquired by owner: \_\_\_\_\_

Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

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

3. Location of property/legal description:

Lot Number(s), Concession and survey number: \_\_\_\_\_

Registered Plan Number/Lot No.: \_\_\_\_\_

Reference Plan / Part No: \_\_\_\_\_

4. Current Designation in Official Plan: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Does the project comply with the Zoning By-law: Yes \_\_\_\_\_ No \_\_\_\_\_

5. Proposed Use of Property: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Most recent use of the property if vacant: \_\_\_\_\_

How long has the use been in existence: \_\_\_\_\_

6. Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

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

7. Servicing – Road Access:

Provincial Highway ☐

Municipal Road ☐

County Road ☐

Right-of-way ☐

Private Road ☐

New access required ☐

8. Servicing - Drinking water is provided to the subject land by:

Municipal Piped Water ☐

\*\*Privately owned and operated well ☐

Easement to a well ☐

The existing well is encased ☐

The existing well is not encased ☐

The distance between the well and Septic system is \_\_\_\_\_(m) \_\_\_\_\_ ft)

Other (specify) \_\_\_\_\_

9. Servicing – sewage disposal is provided to the subject land by:

\*\*Privately owned and operated  
individual or communal septic system ☐

Other (specify) \_\_\_\_\_

If there is a septic system on the property, is it in good working order? ☐ yes ☐ no

**\*\*Certificate may be required to confirm the septic system is in compliance with the Ontario Building Code.**

10. Servicing – Storm drainage is provided to the subject land by:

☐ sewers ☐ ditches ☐ swales ☐ other (specify) \_\_\_\_\_

11. Is any portion of the property currently assessed for drainage works?  
(constructed under the Drainage Act, R.S.O. 1980)

☐ yes ☐ no

12. Other applications – Indicate if the subject land is or has been subject to an application under the Planning Act for:

☐ Official Plan amendment (under Section 22):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Plan of Subdivision (under Section 51):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Zoning By-law amendment (under Section 34):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Consent (under Section 53):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Variance/Permission (under Section 45):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Site Plan (under Section 41):

File No. \_\_\_\_\_ Status \_\_\_\_\_

13. Other related matters (please explain):

Applications/Approvals from other agencies \_\_\_\_\_

Work orders \_\_\_\_\_

Certificates of approval \_\_\_\_\_

Designation under other Acts (ie: Ontario Heritage Act, Brownfield Legislation)

Reports or Studies (ie: environmental assessments, archaeological, drainage)

**PLEASE NOTE :**

**It is the responsibility of the applicant to ensure that the application contained herein is completed and all the information requested is incorporated in the proper manner prior to submission of the application. Incomplete applications could result in delays. Application processing will not commence until a complete application with all necessary accompanying information is received.**

**CHECKLIST:**

- ☐ One (1) original and one (1) copy of the completed application form and all accompanying plans, survey, sketches, etc., together with the required application fee must be filed with the Township of Dawn-Euphemia.
- ☐ The application must be accompanied by a Site Plan. The Site Plan must conform to all Township's zoning regulations and is to include the following information; as a minimum:
  - ☐ the dimensions of the property;
  - ☐ a north directional arrow;
  - ☐ the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
  - ☐ the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces and off-street loading facilities;
  - ☐ the location and type of existing and proposed landscaped areas, planting strips and other surface amenities;

- ☐ all buildings, structures, pavement, fences, poles, sidewalks, driveways, hedges and trees on the site;
- ☐ adjacent land uses;
- ☐ all existing and proposed on-site drainage improvements;
- ☐ all natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
- ☐ the location of private water supply and sewage disposal facilities;
- ☐ the application may be required to be accompanied by a copy of the deed to the subject property;
- ☐ walkways and walking ramps, including the surfacing thereof, and all other means of pedestrian access/egress;
- ☐ facilities for lighting, including flood lighting of the land or of any buildings or structures; and
- ☐ vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials

## Fees

The Site Plan Application fee is in accordance with the Township's Fee By-Law.

**Site Plan Application Fees:** \$500 under \$50,000+ \$250 to SCRCA (if applicable)  
\$1,000 over \$50,000 + \$250 to SCRCA (if applicable)

Additional Legal Fees may be applicable to the application for the following:

- Preparation of a detailed Engineering review, an Easement; Lease Agreement; or any other legal document if required.

<b>For Municipal Use</b>	
Date Application Received	_____
Completed Application Checked	<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 45%;">_____</div> <div style="width: 10%;"></div> <div style="width: 45%;">_____</div> </div> <div style="display: flex; justify-content: space-between; width: 100%; margin-top: 5px;"> <div style="width: 45%; text-align: center;">Date</div> <div style="width: 10%;"></div> <div style="width: 45%; text-align: center;">Initials</div> </div>

Date Application Received \_\_\_\_\_

Completed Application Checked \_\_\_\_\_  
Date Initials



By making this application, permission is hereby granted to any Municipal Staff member and the County Planning Department to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

#### **DECLARATION OF APPLICANT**

I/We, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, solemnly declare that:

1. All the statements contained in this application and provided by me 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application.

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## SCHEDULE "A"

### Environmental Site Screening Questions

Previous Use of Property

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Parkland     |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Vacant       |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Oil Field    |

Other Uses : Please Provide Details \_\_\_\_\_

If Industrial or Commercial, specify use:

\_\_\_\_\_

Has filling occurred on the subject land?

- ☐ Yes                      ☐ No                      ☐ Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- ☐ Yes                      ☐ No                      ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- ☐ Yes                      ☐ No                      ☐ Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

- ☐ Yes                      ☐ No                      ☐ Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- ☐ Yes                      ☐ No                      ☐ Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- ☐ Yes                      ☐ No                      ☐ Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

- ☐ Yes                      ☐ No                      ☐ Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

- ☐ Yes                      ☐ No                      ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

- ☐ Yes                      ☐ No                      ☐ Unknown

\*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

#### ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Township's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Township may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Township of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Township may require the qualified person signing the Record of Site Condition to submit to the Township a Declaration acknowledging that the Township may rely on the statements in the RSC. I further acknowledge that the Township of Dawn-Euphemia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Township of Dawn-Euphemia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)(Owner)

**Completed forms are to be submitted, along with the required application fee to:**

**Township of Dawn-Euphemia  
4591 Lambton Line, RR 4  
Dresden, ON NOP 1M0**