



## **Section 4**

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## **Appendices**

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Section 4 - Appendix "4-2" Site Plan Approval Application

Section 4 - Appendix "4-3" Cost Estimate of Site Works and Services

## 4 SITE PLAN APPROVAL PROCESS

### 4.1 General Requirements

In the Province of Ontario, Section 41 of the Planning Act authorizes municipalities to employ Site Plan Control as a land use tool to ensure the appropriate location of a development on a site and to ensure the safety, attractiveness and compatibility with the surrounding land. This section is to inform potential developers and the public about the process of Site Plan Control within the Town of Tillsonburg.

### 4.2 Introduction

#### 4.2.1 Definition of Development

For the purposes of Site Plan Control, development is defined in the Planning Act as:

*... the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act, 2001 or subsection 3 (1) of the City of Toronto Act, 2006, as the case may be, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of this Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of this Act. R.S.O. 1990, c. P.13, s. 41 (1); 1994, c. 4, s. 14; 2002, c. 17, Sched. B, s. 14 (1); 2006, c. 32, Sched. C, s. 47 (8). (S. 41(1) Planning Act, R.S.O. 1990, c. P.13)*

In addition to the provisions in the Planning Act, within Oxford County and its local area municipalities, the general policies for use of Site Plan Control are contained in the County of Oxford Official Plan. **The Official Plan defines the entire Town as a proposed Site Plan Control area.** Development in the Town is further regulated through the Town of Tillsonburg Zoning Bylaw No. 3295 as amended, the Town Site Plan Control By-law and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Town of Tillsonburg has enacted a comprehensive Site Plan Control By-law. The Town's Site Plan Control Bylaw 4151 as amended identifies the development situations and land use classes subject to Site Plan Control and exempts certain classes of land use from these controls. This by-law also outlines the requirements for the submission of plans and drawings, and where necessary appropriate studies, prior to permitting "development" on the lands which are subject to Site Plan Control.

#### **4.2.2 Site Plan Approval Required**

Site Plan Approval (SPA) is required for all commercial, industrial, institutional, private recreational and medium or high-density residential types of development in the following situations:

The construction, erection or placing of one or more buildings or structures on the land

An interior or exterior alteration to a building or structure on a property that has the effect of increasing the usability of the property

An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area, subject to the review of the proposal by the Town and County

- The making or construction of, or addition to, a commercial, institutional or industrial parking lot resulting in five or more parking spaces
- An amendment to an existing site plan, elevation plan, landscape plan, and/or servicing plan or an amendment to an existing site plan agreement with the Town

It should be noted that all submissions must meet the requirements of the Town Zoning By-law No. 3295 as amended and the County of Oxford Official Plan, otherwise planning approval will be required prior to the final approval of a site plan application.

**The following classes of development are exempted from site plan approval:**

- Dwellings: single detached dwelling, semi-detached dwelling, duplex dwelling, triplex dwelling, freehold street-fronting townhouses on public streets and converted dwelling containing a maximum of two (2) dwelling units, as well as all residential accessory buildings
- An addition or alteration to a building or structure mentioned in Section 2.1 of Site Plan Control By-law (as amended)
- Placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007
- Agricultural and farm-related buildings, building additions, building alterations or structures that are utilized in farming operations, but not including agricultural, commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments
- For more information please see the section titled Exempt from SPA found in section 44.3.3.

### 4.2.3 Goals of Site Plan Control

The principal goals of Site Plan Control are to:

- Ensure the safety and convenience of vehicular and pedestrian traffic to, from, and on the site of a new development or redevelopment
- Reduce the cost to the Town where development requires the widening of existing roads or the granting of easements for Town purposes
- Ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons
- Improve the quality and aesthetic appearance of developments for greater enjoyment by the users and tenants
- Improve the image of the Town through well designed individual developments
- Ensure proper stormwater management, drainage, lot grading for individual developments
- Proper and adequate Town services and utilities are provided

## 4.3 Site Plan Control Process

### 4.3.1 Approval Process

In order to expedite SPA applications, the Town has created three separate application types, Minor, Major and Amendment.

Minor SPA applications will take approximately 15 business days from submission of a complete application if the application conforms to the provisions in the Town of Tillsonburg Zoning By-law No. 3295 as amended, the policies of the County of Oxford Official Plan, the Town's SPA Guidelines, and other applicable policies and guidelines. Major applications will take approximately 25 business days from submission of a complete application. Site Plan Amendment applications will vary in the length of time to approve based on the complexity of the proposed development.

**Please note that the application process can be expedited by ensuring that all submitting drawings and reports meet the requirements of the SPA Guidelines. In order to ensure a complete application, it is recommended to contact Staff to arrange for a pre-consultation meeting (application attached as Appendix "4-1"). After the pre-consultation meeting, the Proponent completes the SPA application form (attached as Appendix "4-2"), and completes the attached SPA application checklist, supplies cost estimates (attached as Appendix "4-3", if necessary) along with all required drawings/reports/studies/etc.**

***Furthermore, timely resubmission of amended plans based on comments/concerns of commenting agencies can also greatly expedite the approval process.***

### **4.3.2 Site Plan Approval Pre-consultation**

The Town encourages that the Proponent and their agents (if applicable) meet with the County Development Planner and Town staff (if applicable) to discuss the development proposal before submitting any application for SPA. The purpose of the meeting is to advise the Proponent of the various Official Plan policies and Zoning By-law provisions which apply to the development. The review of these policies and provisions will assist the Proponent in the design of the site such as the placement of the proposed buildings, structures and other built features before preparing the required site plan drawings.

If it is identified that additional planning approvals are required before the proposed site plan could be considered for approval, staff will discuss with the Proponent in determining if an application for planning approval should be submitted and considered concurrently with the site plan application.

In order to determine if SPA is applicable, and to assist the Proponent in the preparation of a complete application package, the County Development Planner and Town staff will complete a checklist of what is required to constitute a complete application based on the proposed development on the subject lands. This SPA pre-consultation application can be found attached as Appendix "4-1".

After the completion and submission of the SPA pre-consultation application staff will review the proposal and determine if the proposed development is:

- Exempt from SPA
- An Amendment to an existing SPA
- A minor SPA application
- A major SPA application

It is anticipated that any required drawings, reports, and or studies will be identified during the above noted review. The Proponent will be expected to provide such studies in conjunction with the completed SPA application.

Please be advised that the SPA pre-consultation application is provided to assist the Proponent in moving forward with the proposed development. The above should not be considered an exhaustive list, as additional requirements or information may be identified through a complete review of the formal submission of all required drawings, studies, and reports.

### **4.3.3 Exempt from Site Plan Approval**

Upon the completion and submission of the SPA pre-consultation application, planning staff will discuss the proposal with applicable Town staff and if necessary, additional applicable agencies. Staff will review the proposal against the policies of the Official Plan, Zoning By-law and Site Plan Control Guidelines and Site Plan Control By-law.

**The following shall be considered by staff when determining if the proposal should be exempt from Site Plan Control Approval:**

- Is the proposal for greenfield development? (Note that new development proposals will not be exempted from Site Plan Control Approval and will generally require either Minor or Major SPA)
- Does the proposed development have the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area?;
- Interior renovations will generally be exempt from Site Plan Control Approval, unless a change of use permit is required and the required amount of parking increases.
- Are there any environmental features or constraints as identified by the Official Plan located on the subject property or within the immediate area?
- Does the extent or scale of the development proposal suggest that a Professional Engineer or other professional(s) be retained to review the development proposal?
- Do existing site conditions complicate the development (i.e. topography, slopes, previous hazardous uses)?
- Does the proposed development conform to the Zoning By-law, Official Plan or any agreements, or are there property standards complaints, open storage problems, outstanding stop work orders, or other matters of Town interest?
- Are there any obvious parking, loading or access problems?
- Are there any obvious drainage or storm water management problems/concerns?
- Are there requirements for internal/external servicing improvements, construction or road works?
- Is the proposed development compatible with the surrounding area in terms of conceptual massing/design?
- Would any traffic hazards and other safety issues result from the development?
- Would the proposed development result in land use conflict/compatibility concerns?
- Is the property subject to an existing Site Plan and/or Agreement?
- Has Council requested a full review of the site?
- Is stormwater management required?
- Are municipal drains located on subject property?
- Geotechnical analysis required?

Within 5 to 7 business days of submission of the SPA pre-consultation application, staff will determine if the proposed development is exempt from SPA. If exempt, a building permit application may be submitted for approval.



If the Town has determined that the proposed development is not exempt from SPA, then the Proponent must submit either a Minor, Major or Site Plan Amendment Approval Application.

#### **4.3.4 Minor Site Plan Approval Application**

Minor SPA applications can be required for minor development proposals such as a change of use of an existing building, building additions, or by means of the provisions of the Zoning By-law. The Proponent of the subject lands shall submit a detailed drawing of the subject lands which illustrates the proposed development including all other necessary drawings/reports/studies as identified through the pre-consultation application. If during the site plan review stage, it is determined that the proposed development requires changes to an approved grading plan or may have off-site impacts, the application will be considered a major application and additional fees shall be required.

The Proponent will retain the services of qualified professionals to prepare computer generated site plan required by staff, as noted by the Pre-consultation application. The plans shall be prepared to scale and in metric format, and shall include the following information:

- Registered property Proponent, signature and date
- Legal description and roll number
- Brief statement explaining the proposed development
- Scale, north arrow, and clearly legible labeling
- Property limits and dimensions which coincide with a survey or assessment records
- Location and footprint of all existing and proposed buildings and structures on the subject property
- Identification of all surrounding uses, including distances and locations of all adjacent structures on all adjacent properties
- Access locations
- Delineation of asphalt, grassed, and graveled areas
- Existing on-site drainage, including drainage swales or catch basins
- Location of all signs and lighting
- Location of any nearby hydrants, utility poles or other services for the property or surrounding area
- Landscaping (trees, shrub beds, berms, swales)
- Stormwater management report prepared by a Professional Engineer
- Site statistics including:
  - Property area
  - Percentage of the property which is developed
  - Area of site covered by buildings

- Gross floor area of all buildings
- Number of parking spaces and loading spaces
- Percentage of the site which is landscaped

Upon submission of the complete Minor SPA application and all required drawings/reports/studies, the application will be circulated to various Town staff and other applicable agencies for comment. Comments will be forwarded to the Proponent within 10 business days. The Proponent will be required to address all concerns prior to approval being granted.

Under the Minor SPA process, a Site Plan Agreement or Undertaking is required. The Agreement or Undertaking will be drafted by Town staff, and forwarded to the Proponent of the lands for signatures. The Agreement will then be sent to the Town and signed by the Director of Operations and Development and Chief Administrative Officer. The Agreement must be registered on title of the subject lands, which the Town's solicitor will execute at cost to the Owner.

#### **4.3.5 Major Site Plan Approval Application**

In circumstances where approval of a Major SPA Application is required, the Proponent will retain the services of qualified professionals to prepare any necessary drawings or supporting documents, as noted by Town staff during the pre-consultation application.

The process for full Site Plan Control Approval shall generally be as follows (additional details can be found in the checklist as part of the Site Plan Approval Application form):

- Submission of a complete set of plans and the requisite application and fee
- Review of plans by the Town, agencies and appropriate professionals (25 business days)
- Revisions of the plans to address concerns
- Town and County staff approval of the plans and preparation of the Site Plan Agreement
- Posting of performance securities based upon the Cost Estimate of all outside works
- Execution of the Site Plan Agreement by the Town and the Proponent
- Site Plan Agreement is registered on title of the subject lands and proof of registration is provided
- Clearance to the Building Department and commencement of the building permit process

#### **4.3.6 Site Plan Amendment Application**

Development proposals for lands which are already subject to an existing Site Plan Agreement or approved site plan that proposes a major addition or alteration will be processed in accordance with the Town's Major Site Plan Application process unless otherwise noted by the County Development Planner, in consultation with the Manager of Engineering and Chief Building Official. Subsequent to SPA Pre-consultation, and within 25 business days the Town and County staff will

utilize the following criteria to determine whether a development proposal is considered major and therefore requires an amendment to the existing Site Plan Agreement:

- An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area, subject to the review of the proposal by the Town and County staff

#### **4.3.7 Site Plan Approval Application Submission**

The SPA process is initiated by submitting a completed Amendment, Minor or Major SPA application, all required drawings, approvals, reports and studies, and the required fee to the Town of Tillsonburg Customer Service Centre or the County of Oxford Community Planning Office. The SPA application form can be found in Appendix “4-2” of this document. Additional application forms are available at the local Town office, the Oxford County Community Planning Office, and online on the Town and County websites. The required application fee must accompany the completed application. The applicable application fee is contained within the Town’s Rates and Fees By-Law, as amended. **Please note that the fee is payable to the Town of Tillsonburg. Please refer to section 5 for SPA submission requirements.** For information regarding the application fee please contact the Town of Tillsonburg , or visit the County’s Community Planning Office website or the Town of Tillsonburg website (<https://www.tillsonburg.ca>). A checklist of complete application submission requirements are contained within the SPA application form (Appendix “4-2”).

Please note that applications will not be circulated unless deemed to be complete by the County Development Planner.

#### **4.3.8 County, Town and Agency Review**

The County Development Planner will review the initial submission and forward to Town staff. The Town’s Development Engineering Technologist will circulate the following public agencies, as required:

- Town staff including, Chief Building Official, Fire Chief, Director of Operations, Manager of Engineering, Director of Recreation, Culture and Parks, Town Water/Wastewater supervisor, Town Development Commissioner, Manager of Public Works & Hydro Design.
- County of Oxford Community Planning Office
- County of Oxford Public Works Department
- Applicable local utility companies (THI)
- County of Oxford Public Health and Emergency Services Department
- County or Town Accessibility Advisory Committee
- Applicable companies.

Depending on the location and nature of the development, the developer may be required to obtain approvals from various other regulatory agencies including (but not limited to) one or more of the following and in addition to and/or prior to obtaining approval from the Town:

- The Department of Fisheries and Oceans (DFO)
- The Ministry of Environment, Conservation and Parks (MECP)
- The Ministry of Natural Resources (MNR)
- The Ministry of Transportation (MTO)
- The Ministry of Tourism, Culture and Sport (MTC)
- Long Point Region Conservation Authority (LPRCA)

It is the responsibility of the developer to provide the Town with suitable written documentation of the approval from the regulatory agencies.

The development will be subject to the requirements of all by-laws within the Town.

Other agencies may be circulated depending on the location and scope of the application. The Proponent will be notified, in writing, if the circulated agencies require revisions of the site plan drawings or if additional information is required.

#### **4.3.9 Site Plan Meeting, Review and Resubmission of Plans**

The Proponent will receive an acknowledgement letter, recognizing receipt of the application. If necessary, a site plan meeting will be scheduled with the Proponent, Town and County staff, and if necessary, circulated agencies to review the application and agency comments. This meeting shall be held once the comments from all applicable departments/agencies have been received.

Once all requested comments have been received, the County Development Planner will consolidate all comments and concerns into a formal response and forward them to the Proponent requesting the required revisions to site specific design information, additional information or studies. If requested, the Town and County staff will meet with the Proponent to discuss concerns regarding the proposed development and to clarify resubmission requirements.

***Any subsequent site plan resubmission shall include a letter from the Proponent stating in bullet form how they have addressed each of the concerns/comments in the formal response from the Development Engineering Technologist***

#### **4.3.10 Public and Town Council Information/Consultation**

At the discretion of Town Staff, the Proponent may be required to hold a public information/consultation session to advise the public of the proposed development.

The public information/consultation session is to be conducted at the expense of the Proponent, at a time and location to the satisfaction of the Town. A public notice sign will be erected on the

subject lands advising of the public meeting. Written notification will also be circulated to neighbouring property Proponents within 120m.

Town Council may require the proposed development to be brought forward to a Town Council meeting for information.

#### **4.3.11 Final Approval**

For the purposes of SPA, in accordance with Subsection 41(13)(b) of the Planning Act and the Town's Delegation By-law 2020-091 , the authority to approve plans and drawings required for any Site Plan application in the Town has been delegated to the County Development Planner and the Town.

Upon receipt of the final plans and documents, Town staff will prepare the Site Plan Agreement or Undertaking. The approved plans and documents will be noted in the Site Plan Agreement.

#### **4.3.12 Agreement or Undertaking Execution**

Once the Site Plan Agreement or Undertaking has been prepared, the following steps will be taken:

- The Proponent will be sent the agreement to be signed by the owner and returned to the Town for signing.
- The Proponent will provide both digital and hard copies of the approved drawings
- The Proponent will provide securities to the Town
- The Agreement must be registered on title prior to the issuance of a building permit, the Town will have this done by their solicitor at cost to the Owner.
- The Owner shall obtain additional approvals from other government agencies or ministries as may be required prior to the issuance of a Building Permit
- Once the Site Plan Agreement has been signed by all parties, the Town has received all performance securities, and the Town has received documentation that the Site Plan Agreement has been registered on title of the subject lands, Town staff shall advise the Chief Building Official that a building permit can be issued

#### **4.3.13 Building Permit**

Construction of buildings or structures cannot commence until the Undertaking has been signed or the Site Plan Agreement has been signed by all parties, registered on title, all performance securities have been received by the Town, and all permits required for the development have been obtained from the regulatory agencies. Town staff will notify the Chief Building Official when the Undertaking has been signed or the executed Agreement has been registered on title, and the required performance securities and approvals have been received. The building permit may then be issued to the Proponent.

#### **4.3.14 Post-Construction**

All of the works required by the agreement or undertaking shall be completed within two years of the date of building permit issuance, or one year of the date of approval of the site plan if no building permit is required, unless otherwise approved by Town and County staff and specified in the Site Plan Agreement. In anticipation of construction taking longer than two years to complete, the Proponent shall provide written correspondence to the attention of the County Development Planner advising:

- When the approved development will be completed
- What is remaining to be constructed/installed
- Why the approved development has not been constructed within the two-year period

Upon completion of all site works, the Proponent may request the return of all performance securities. The Proponent must provide the Town written confirmation from the consulting engineer that all site works have been completed as per the Agreement and all approved stamped

drawings. The Proponent may be required to provide any professional reports or 'As-Recorded' drawings to confirm the completion of works such as final grading and stormwater management facilities on the subject property, prior to the return of any applicable performance security.

The Manager of Engineering or Development Engineering Technologist and the Chief Building Official will undertake a final site inspection of the development to ensure construction conforms to the approved stamped drawings, after which they will advise the Director of Finance in writing that all site works have been completed and that the performance security can be released.

#### **4.3.15 Partial Release of Performance Securities**

Performance securities held by the Town may be released in stages as development progresses to the satisfaction of the Manager of Engineering or Development Engineering Technologist, and Chief Building Official. Prior to the release of partial performance securities, the Proponent must provide the Town written confirmation from the consulting engineer that certain site works have been completed as per the Agreement and all approved stamped drawings. These performance security reductions are dealt with on a request basis. The Proponent will be required to complete the necessary release of performance securities form. The Proponent will be notified within 15 business days of submission of the above if the Town is satisfied to release a portion of the held performance securities.

The Proponent shall be required (at their expense) to provide any professional reports (usually in the form of an Engineer's certificate) along with 'As-Recorded' drawings to confirm the completion of works such as final grading and stormwater management facilities on the subject property, prior to the return of any requested partial performance security. The Proponent will provide a detailed cost estimate stamped by a Professional Engineer.

The Engineer's certificate will provide the following:

- All Services and Works have been constructed in conformance with the approved drawings
- Rough grading has been completed to provide a proper outlet for the major design storm
- All hydrant testing has been completed in the presence of a licensed Operator from the County and/or designated service provider
- All sanitary and storm manholes and catch basins have been flushed and cleaned along with a CCTV inspection of the sanitary and storm systems
- Retaining wall structures are structurally sound and were constructed as per the approved design drawings and applicable standards

If the work required by the agreement is not completed as required in the Agreement, the performance securities or portion thereof will be retained until the deficiencies are remedied. Upon failure of the Proponent(s) to remedy the situation to the satisfaction of the Town, the Town may choose to cash and/or draw upon the performance security.



If any elements of the works have been constructed contrary to the Agreement, revised plans shall be submitted by the consulting Engineer detailing the changes which have been made and the reasons behind the changes. The Town will review the changes to determine if they are acceptable and whether or not an amendment to the site plan is required. If the changes are acceptable and no Amendment is required, the Town will then inspect the site to determine whether or not a reduction in the performance security is justified. If the changes are not acceptable, or if an amendment is required to reflect the changes, no reduction in the performance security respecting the changes can occur until all relevant departments/agencies have approved the changes, or portion thereof, to have the deficiencies corrected.

The Manager of Engineering or Development Engineering Technologist and the Chief Building Official will undertake a site inspection of the development to ensure construction conforms to the approved stamped drawings, after which they will advise the Director of Finance in writing that the noted site works have been completed and that an applicable portion of the performance security can be released. *In all instances, the Town will retain a portion of the performance security (10%) until one year after all works have been completed. This is to ensure performance security against deficiencies, which may occur within that year.*

#### **4.3.16 Release of Performance Securities for Landscaping**

Performance securities held by the Town for landscaping purposes will be held until June following the end of the first growing season to ensure all installed landscaping has survived the winter and is healthy.

#### **4.3.17 Drawing Upon the performance security – Failure to Complete Works**

In the event of any failure by the Proponent to carry out any provisions of the Agreement, the determination of which shall be at the sole discretion of the Chief Administrative Officer and/or the Director of Operations, the Town may provide Notice to the Proponent of the nature of the failure. Such notice may provide that the Director of Finance will cash any performance security held by the Town.

If, as a result of any work undertaken or not completed by the Owner, there exists in the opinion of the Town's Chief Building Official in his or her sole discretion an emergency which requires immediate attention, the Town, its authorized employees, contractors, and agents may enter upon the Property and complete or repair such work at the sole expense of the Owner. In the event of such emergency, the Town shall provide written or verbal notice to the Owner at the earliest practicable opportunity.

In the event costs are incurred by the Town in performing the works or services required to be affected or deemed by the Town to be necessary pursuant to this Agreement, the Proponent will forthwith pay such costs to the Town, upon demand therefore. In the event of failure by the Proponent to pay such costs within thirty (30) business days of receiving Notice thereof from the Town, the Town shall have the right to recover such costs by drawing upon the performance security.



In the event the costs incurred exceed the amount of the performance security, the Town shall have the right to recover such incurred costs by legal action or in like manner and with the same priority as municipal taxes. The performance security may also be used to remedy deficiencies and/or damages within the road allowance relating to the completion of development of the subject lands.

Up to ninety percent (90%) of any performance security provided to the Town by the Proponent may be returned by the Town to the Proponent without interest when the Works required by the terms and provisions of this Agreement have been completed by, and at the expense of, the Proponent to the satisfaction of the Town. Any reduction in performance security will not occur prior to a written request by the Proponent and a recommendation by the Chief Building Official and Manager of Engineering to the Director of Finance that such reduction be permitted.

A maximum of ten percent (10%) of the initial performance security provided to the Town by the Proponent shall be retained by the Town for a minimum period of one year (commencing on the day that ninety percent (90%) of a deposit has been returned to the Proponent) as a guarantee against any defects that may occur with regard to any building, structure or work effected by the Proponent or on the lands pursuant to the terms of this Agreement and these funds may be used by the Town to pay the expense of rectifying or remedying any such defect. If, after the expiry of this one-year guarantee period, no outstanding defects are found that relate to the lands or to any of the buildings, structures or works in or on the lands, the performance security remaining in the hands of the Town, shall be returned to the Proponent.

#### **4.3.18 Appeals**

Under Section 41(12) of the Planning Act, if the Town does not approve a complete application within thirty (30) business days after it has been received or the Proponent is not satisfied with the any of the requirements made by the Town, including any terms of the required Site Plan Agreement, the Proponent may appeal to the Local Planning Appeal Tribunal (LPAT).

Written notice of appeal, including the reasons for appeal and prescribed fees, must be lodged with both the LPAT and the Clerk. After receipt of an appeal, the LPAT will schedule a hearing and determine the matters of issue. Once the LPAT has issued a decision/order, the Proponent shall enter into a Site Plan Agreement with the Town to implement the LPAT decision. The decision of the LPAT is final and binding on all parties.

#### **4.3.19 Red-line Amendments**

All approved SPA drawings may be subject to minor red line amendments in accordance with the Town of Tillsonburg SPA Guidelines, to the satisfaction of the Town of Tillsonburg, and authorized by the delegated approval authorities. The Clerk of the Town of Tillsonburg and the County of Oxford shall keep a copy of any redline amendment on file with the original agreement.

#### **4.3.20 Minor Corrective Amendments**

Minor grammatical, cross referencing or formatting amendments to the Site Plan Guidelines or the Site Plan Control By-law may be undertaken at the discretion of the delegated approval authorities, without amendment to the Site Plan Control By-law.



**Section 4 - Appendix “-1”**  
**Site Plan Approval Formal Pre-Consultation Application**

Appendix 'A'

# Site Plan Approval Formal Consultation

Office Use Only

Date Received	Date Circulated	File No.
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**PART I CONTACT INFORMATION**

NAME	ADDRESS	TELEPHONE NO.
Registered Owner)		Home: Business: Email:
Applicant (if different from Owner)		Home: Business: Email:
All correspondence should be sent to (check one)		<input type="checkbox"/> Owner <input type="checkbox"/> Applicant

**PART II GENERAL PROPERTY DESCRIPTION**

**1. Address & Legal Description**

Municipal Address	Lot	Concession	Former Township
Registered Plan No.	Lot/Block	Reference Plan No.	Part

**2. Particulars of Subject Lands**

Frontage	Depth	Area
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**3. What is the current use of the subject lands?**



Development & Communications Services  
200 Broadway, 2nd Floor  
Tillsonburg, Ontario N4G 5A5I: (519) 842-9200  
Fax: (519) 688-0759

Site Plan Approval

FEE SAMPLE ONLY  
NOT AS SHOWN

# Site Plan Approval—Formal Consultation

CONTINUED

<b>PART III</b>	<b>PROPOSAL</b>
-----------------	-----------------

1. Provide a brief description of the proposal.

2. Sketch Provided?     Yes     No

<b>PART IV</b>	<b>ZONING &amp; OFFICIAL PLAN INFORMATION</b>
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Current Zoning Category: \_\_\_\_\_

Current Official Plan Designation: \_\_\_\_\_

<b>PART V</b>	<b>OTHER USEFUL INFORMATION</b>
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1. Provide any other useful information for consideration

# Site Plan Approval—Formal Consultation

CONTINUED

Office Use Only

<b>PART VI</b>	<b>TYPE OF SITE PLAN APPLICATION REQUIRED</b>
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Proposed development is considered:

<input type="checkbox"/> Exempt from Site Plan Approval	<input type="checkbox"/> Minor Site Plan Application (\$1950.00)
<input type="checkbox"/> Amendment to Existing Site Plan Approval (\$1700.00)	<input type="checkbox"/> Major Site Plan Application (\$2700.00)

<b>PART VII</b>	<b>REQUIRED SUPPORTING DRAWINGS/REPORTS/STUDIES/ETC</b>
-----------------	---------------------------------------------------------

Department of Development and Communication Services

<input type="checkbox"/> <b>General Plan (3 copies)</b> To be stamped and endorsed by a professional: <input type="checkbox"/> Minor Application: P. Eng or <input type="checkbox"/> OLSMajor Application: P. Eng.	Showing dimension of subject lands, all buildings & structures, all setback information, parking space and aisle dimensions, general vegetation, etc. Please see the Site Plan Approval Guidelines for more information as what is required to be included on submitted drawings.
<input type="checkbox"/> <b>Building Elevations (3 copies)</b> To be stamped and endorsed by a professional: <input type="checkbox"/> P. Eng <input type="checkbox"/> Architect <input type="checkbox"/> Qualified Designer	Shows the proposed façade and window treatments of all sides of a proposed development, certain situations may require the provision of drawings in colour.
<input type="checkbox"/> <b>Site Plan Agreement or Undertaking</b> <input type="checkbox"/> Site Plan Agreement <input type="checkbox"/> Undertaking	The Agreement or Undertaking is drafted by the Town, signed by the Town and the owner of the lands.  The Agreement is to be registered on the title of the lands, or the Undertaking signed and returned to the Town prior to the issuance of a building permit.
<input type="checkbox"/> <b>Market Impact Study (3 Copies)</b> To be prepared by a qualified economist	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for this peer review.
<input type="checkbox"/> <b>Landscaping Plan (3 copies)</b> To be stamped and endorsed by a professional: <input type="checkbox"/> Minor Application: OALA, P. Eng or Qualified Professional  Major Application: OALA or P. Eng. <input type="checkbox"/>	Shall be required for all medium and high density residential, commercial, institutional and industrial development unless otherwise noted.
<input type="checkbox"/> <b>Fire Safety Plan (6 Copies)</b> To be prepared to the satisfaction of the Town Fire Chief	Please contact the Town Fire Chief for information as to the requirements of a Fire Safety Plan.
<input type="checkbox"/> <b>Archeological Study (6 Copies)</b> To be stamped and endorsed by a professional Archeologist	This study must be sent to the Ministry of Culture for review and comment.
<input type="checkbox"/> <b>As-Built Drawings (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	Required to show all completed works. If As-Built drawing differs from the approved plans a Site Plan Amendment application may be required.

# Site Plan Approval—Formal Consultation

CONTINUED

Office Use Only

<b>PART VII</b>	<b>REQUIRED SUPPORTING DRAWINGS/REPORTS/STUDIES/ETC</b>  <b>(continued)</b>
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Engineering Department

<input type="checkbox"/> <b>Grading and Drainage Plan (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	Including all existing and proposed grades as well as direction arrows and percentages. See the Site Plan Approval Guidelines for more detailed information.
<input type="checkbox"/> <b>Servicing Plan (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	Showing all existing and proposed private or municipal services, including sanitary sewer, storm sewer, water, hydro, gas, telephone, etc. See the Site Plan Approval Guidelines for more detailed information.
<input type="checkbox"/> <b>Illumination Study (3 Copies)</b> To be stamped and endorsed by a professional electrical Engineer or Architect.	
<input type="checkbox"/> <b>Stormwater Management Plan (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	Includes a detailed description as to how stormwater is proposed to be directed and collected.
<input type="checkbox"/> <b>Traffic Impact Study (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for the peer review.
<input type="checkbox"/> <b>Slope Stability Study (3 Copies)</b> To be stamped and endorsed by a professional Geotechnical Engineer	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Geotechnical Report (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Noise &amp; Vibration Feasibility Study (3 copies)</b> To be stamped and endorsed by a professional P. Eng	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for this peer review.
<input type="checkbox"/> <b>Environmental Impact Study (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	The requirement for an Environmental Impact Study shall be determined by staff from the LPRCA. Please contact Bonne Bravener at 842-4242 ext. 233 for more information.
<input type="checkbox"/> <b>Environmental Site Assessment (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Record of Site Condition (3 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Cost Estimates (3 copies)</b> To be stamped and endorsed by a professional P. Eng	Includes the estimation of costs for items in which a security will be held by the Town. See the Site Plan Approval Guidelines for detailed description of cost estimates.
<input type="checkbox"/> <b>Securities</b> To be provided in the form of Certified Cheque or Letter of Credit	See the Site Plan Approval Guidelines for detailed description of required Securities.

Please be advised that the above comments are provided to assist you moving forward with this proposed development. The above should not be considered an exhaustive list, as additional requirements or information may be identified through a complete review of the formal submission of all required drawings, studies, and reports.



# Site Plan Approval—Formal Consultation

**CONTINUED**

**Office Use Only**

<b>PART VIII</b>	<b>OTHER APPROVALS</b>
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***Prior to the Site Plan Application being approved by the County Development Planner and the Town Director of Development & Communication Services, the following additional approvals/clearances may be required:***

<input type="checkbox"/> Zone Change	<input type="checkbox"/> Official Plan Amendment
<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Severance/Easement/Boundary Adjustment
<input type="checkbox"/> Long Point Region Conservation Authority Approval	<input type="checkbox"/> Removal of Holding Provision (Zone Change)
<input type="checkbox"/> Union Gas Limited	<input type="checkbox"/> Bell Canada
<input type="checkbox"/> Canada Post Corporation	<input type="checkbox"/> Railway Approval
<input type="checkbox"/> Ministry of Transportation (MTO)	<input type="checkbox"/> Ministry of Environment (MOE)
<input type="checkbox"/> Ministry of Culture (MOC)	<input type="checkbox"/> Ministry of Municipal Affairs & Housing (MMAH)
<input type="checkbox"/> Ministry of Natural Resources (MNR)	<input type="checkbox"/> Other Provincial Ministry _____
<input type="checkbox"/> Rogers Cable	<input type="checkbox"/> Tillsonburg Hydro Inc.
<input type="checkbox"/> Parkland Dedication/Cash-in-Lieu	<input type="checkbox"/> Cash-in-Lieu of Parking
<input type="checkbox"/> Road Widening (Town/County/MTO)	<input type="checkbox"/> Encroachment Agreement
<input type="checkbox"/> Lifting of Reserve	<input type="checkbox"/> Demolition Permit
<input type="checkbox"/> Public Notification and Consultation Meeting	<input type="checkbox"/> Town Council Review
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

<b>PART IX</b>	<b>TOWN/COUNTY STAFF &amp; APPLICANT SIGNATURES</b>
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County Development Planner	Signature: _____	Date: _____
Chief Building Official	Signature: _____	Date: _____
Manager of Engineering	Signature: _____	Date: _____
Director of Development & Communication Services	Signature: _____	Date: _____
Owner/Applicant	Signature: _____	Date: _____

***Please provide any comments/concerns on the next page***

# Site Plan Approval—Formal Consultation

CONTINUED

Office Use Only

PART X	OTHER COMMENTS/CONCERNS
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*Please provide any additional comments or concerns in the space provided below:*

FILES SAMPLE ONLY NOT AS SHOWN

NOTE: All of the above noted required drawings/reports/studies/etc must also be submitted in an **electronic format** (Adobe Acrobat .pdf). The electronic files shall be suitably named for convenient access and circulation, and submitted via a compact disc (CD).



**Section 4 - Appendix “4-2”**  
**Site Plan Approval Application**



APPENDIX "B"  
TOWN OF TILLSONBURG SITE PLAN APPLICATION FORM

FILE NO. \_\_\_\_\_

REC'D: \_\_\_\_\_

DATE APPLICATION CONSIDERED \_\_\_\_\_

COMPLETE: \_\_\_\_\_

TOWN OF TILLSONBURG

SITE PLAN APPROVAL APPLICATION FORM

The undersigned hereby request the Town of Tillsonburg to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.

<b>Type of Site Plan Approval Application:</b>  <b>**Fees include 2 Submissions, Site Plan Approval Fee (includes Registration on Title), Engineering Inspection Fees (applied twice) and Oxford County Works Review fee</b>  subsequent submissions-\$515.00  Engineering Inspection Fee- \$ 175.00	<input type="checkbox"/> Amendment to Existing Site Plan Approval (\$1700.00)
	<input type="checkbox"/> Amendment to Existing Site Plan Approval – After (\$2250.00)
	<input type="checkbox"/> Minor Site Plan Approval Application (\$1950.00)
	<input type="checkbox"/> Minor Site Plan Approval Application –After (\$2500.00)
	<input type="checkbox"/> Major Site Plan Approval Application (\$2700.00)
	<input type="checkbox"/> Major Site Plan Approval Application – After (\$4000.00)

1. **BACKGROUND INFORMATION**

a) **Applicant/Agent:**

Name \_\_\_\_\_

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

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

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

b) **Registered Owner: (if other than applicant)**

Name \_\_\_\_\_

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

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

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Solicitor:**

Name \_\_\_\_\_

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

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

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**c) Location of Subject Land:**

Lot Number(s) \_\_\_\_\_ Plan No. or Concession \_\_\_\_\_

Part Number(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_

Lot Number(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_

Street Address (or 911 Number) \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of the street between \_\_\_\_\_ and \_\_\_\_\_.

Assessment Roll Number: \_\_\_\_\_

**d) Adjacent Lands:**

Does the Registered Owner own any adjacent lands or lands within 120 m of the subject lands? Yes (where) \_\_\_\_\_ No \_\_\_\_\_

**e) New Development \_\_\_\_\_ or Expansion of Existing Development \_\_\_\_\_**

If new, is any demolition of existing buildings on the site proposed? Yes \_\_\_ No \_\_\_\_\_

Are there previous site plan or development agreements registered against these lands?

Yes \_\_\_ (File no. \_\_\_\_\_) No \_\_\_

**f) Existing use of Subject property**

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

**g) Proposed uses of land and buildings**

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

**h) Official Plan Designation**

Schedule “ -1” Land Use Plan \_\_\_\_\_

Schedule “ -2” Residential Density Plan \_\_\_\_\_

Other Schedules and Appendices \_\_\_\_\_

If related to a recent or current Official Plan Amendment application, please indicate the:

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

**i) Zoning By-law**

Existing Zoning \_\_\_\_\_

Requested Zoning \_\_\_\_\_

If related to a recent or current Zone Change application, please indicate the

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

FILES NOT AS SHOWN

**2. SITE INFORMATION**

**Note:** Under Parts 2(a) and 2(b) below, where the proposed dimension / feature does not meet the By-law regulation, a Minor Variance(s) or Zoning By-law Amendment will be required. A decision on the Site Plan application cannot be made without first securing approval of the required Minor Variance(s) or Zoning By-law Amendment.

<b>a)</b>	<b>Zoning Provisions</b>	<u>REGULATION</u> by Zoning By-law 3295	<u>PROPOSED</u>
	Lot Frontage	_____	_____
	Lot Depth	_____	_____
	Lot Area	_____	_____
	Lot Coverage	_____	_____
	Front Yard	_____	_____
	Rear Yard	_____	_____
	Interior Side Yard	_____	_____
	Exterior Side Yard (corner lot)	_____	_____
	Landscaped Open Space (%)	_____	_____
	No. of Parking Spaces	_____	_____
	No. of Loading Spaces	_____	_____
	Width of Planting Strip	_____	_____
	Driveway Width	_____	_____
	Handicap Spaces	_____	_____

**5 Off-Street Parking and Loading Facilities**

Total number of off-street parking spaces existing: \_\_\_\_\_

Number of off-street parking spaces proposed (include existing & proposed): \_\_\_\_\_

Number of off-street loading facilities existing: \_\_\_\_\_

Number of off-street loading facilities proposed (include existing & proposed): \_\_\_\_\_

**b) Proposed Building Size:**

Ground Floor Area of Existing Buildings(s) \_\_\_\_\_

Ground Floor Area of Proposed Development \_\_\_\_\_

Total Ground Floor Area (including existing & proposed) \_\_\_\_\_

Number of Storeys proposed \_\_\_\_\_

Building Height Proposed \_\_\_\_\_

Total Gross Floor Area Proposed (including existing and proposed) \_\_\_\_\_

**3. COMPLETE AS APPLICABLE**

Note: If the application includes a combination of residential, commercial, industrial, institutional or open space development on the same site, the applicable sections must be completed.

**a) Multiple Family Residential**

Landscaped Area \_\_\_\_\_ m<sup>2</sup> (or ft<sup>2</sup>)

Conversion or Addition to Existing Residential Buildings Yes \_\_\_\_\_ No \_\_\_\_\_

Amenity and/or Children's Play Area Yes \_\_\_\_\_ No \_\_\_\_\_

**UNIT BREAKDOWN**

Type	Number of Units	Floor area of Unit Type (m <sup>2</sup> or ft <sup>2</sup> )
Bachelor	_____	_____
One-Bedroom	_____	_____
Two-Bedroom	_____	_____
Three-Bedroom	_____	_____

Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.) \_\_\_\_\_

**b) Commercial / Industrial Uses**

Describe Type of Business Proposed \_\_\_\_\_

No. of Buildings Proposed \_\_\_\_\_

Conversion or Addition to Existing Building Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe \_\_\_\_\_

Gross Floor Area (breakdown by type of use - office area, retail, storage etc.) \_\_\_\_\_

Seating Capacity (if applicable) \_\_\_\_\_

Number of employees - Initially \_\_\_\_\_ In future (5 yrs) \_\_\_\_\_



Open Storage Required Yes\_\_\_No \_\_\_\_\_

If yes, describe type, location, area m<sup>2</sup> (ft<sup>2</sup>) and buffering provided (if any) \_\_\_\_\_

Phasing of development/construction if any \_\_\_\_\_

If residential use proposed as part of, or accessory to commercial/industrial use, please complete Sec. 3 a).

**c) Institutional, Open Space or Other Uses**

Proposed Use \_\_\_\_\_

No. of Beds (if applicable) \_\_\_\_\_

Gross Floor Area by Type of Use (office, common rooms, storage, etc.) \_\_\_\_\_

Landscaped Area \_\_\_\_\_ m<sup>2</sup> (ft<sup>2</sup>).

FILES SAMPLE NOT AS SHOWN ONLY

#### 4. CHECKLIST TO ENSURE COMPLETE APPLICATION

In order to ensure applications for Site Plan Control are complete please complete the following checklist of the information to be provided on the site plan drawing.

- Site plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number).
- Professional stamps- Originals
- Property dimensions certified by an Ontario Land Surveyor.
- Site Plan and Building Statistics:
  - Zoning Category / Symbol
  - Lot Area
  - Lot Coverage – proposed and permitted
  - Gross Floor Area – proposed and required
  - Gross Leasable area (if applicable)
  - Landscaped Open Space Area – proposed and required
  - Paved Area
  - Parking spaces – proposed and required
  - Loading spaces
  - Accessible parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities.
- Existing and proposed services.
- Existing municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from Arterial roads.
- Existing and proposed easements, rights-of-way and site triangles.
- Location and dimensions of required parking spaces, aisles & loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material).
- Building entrances, including spot elevations at entrances to indicate flush thresholds,.
- Principle building entrance including nearest fire hydrant.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.
- Snow removal and storage areas.
- Sign locations and heights.
- The location and turning radii for Fire and Emergency Service access route.
- Completed Appendix 'D' – Cost Estimates for Site Works and Services, if applicable.
- OBC Matrix

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Signature of Owner/Applicant

**5. AUTHORIZATION**

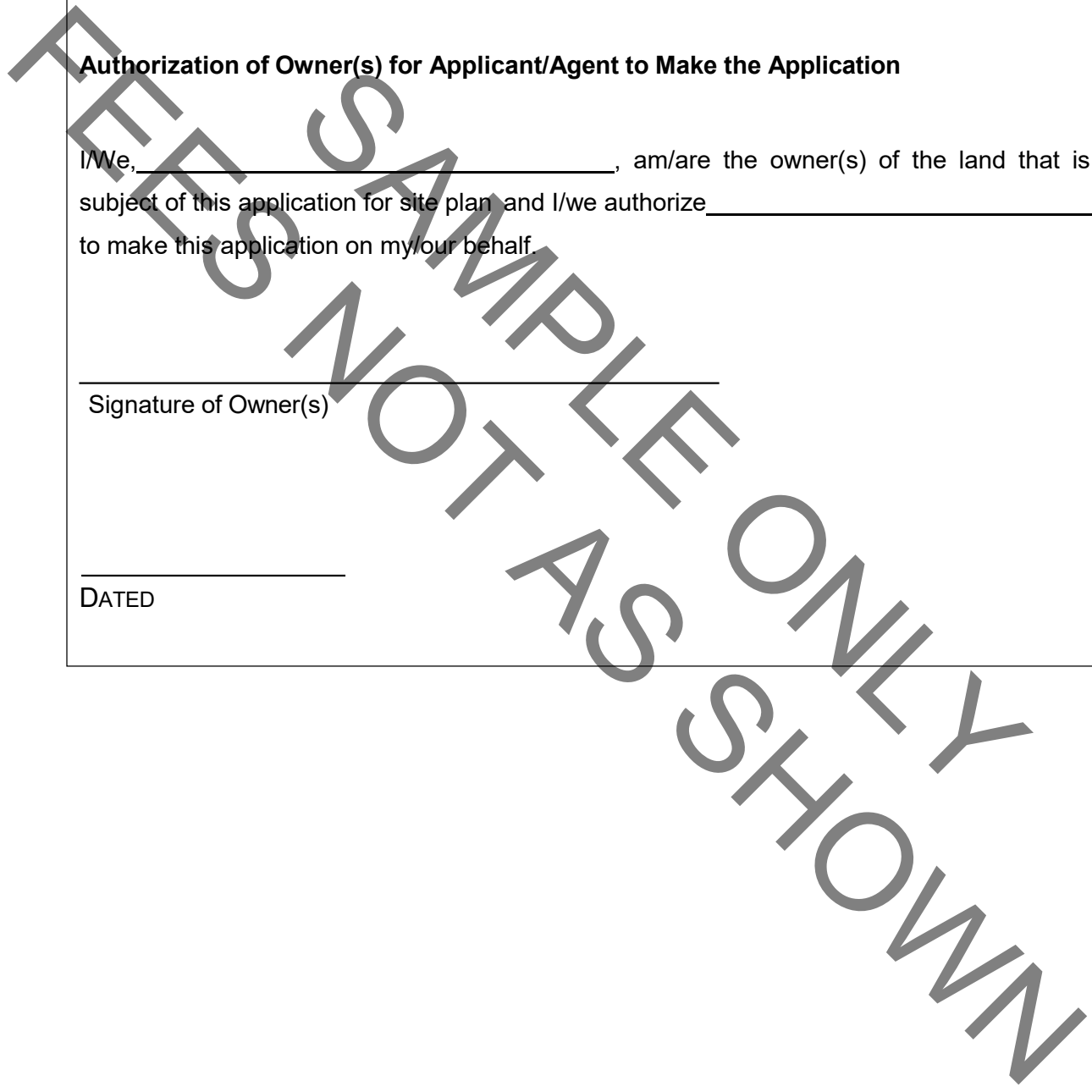
NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize \_\_\_\_\_, to make this application on my/our behalf.

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

\_\_\_\_\_  
DATED



**5. DECLARATION:**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of  
(Name) (Town/City)  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
(Name of municipality) (County) (Name of County)

**DO SOLEMNLY DECLARE THAT:**

All of the statements contained in this 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 Owner/Applicant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_  
(Town/City) (Name of municipality)  
in the \_\_\_\_\_ of \_\_\_\_\_  
(County) (Name of County)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

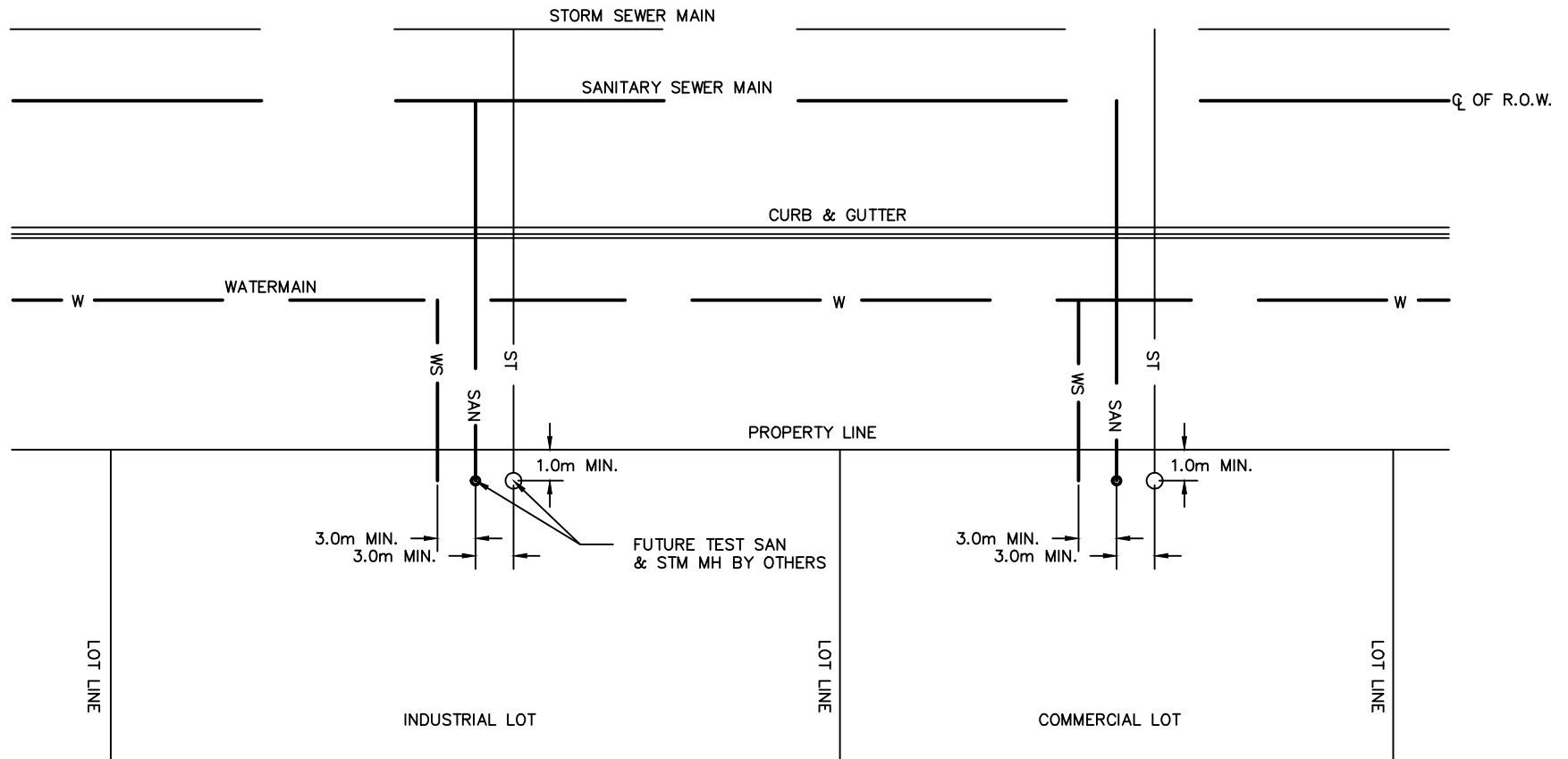
A Commissioner for Taking Affidavits, etc.

**Section 4 - Appendix "4-3"**  
**Cost Estimate of Site Works and Services**

**APPENDIX "D" – COST ESTIMATE OF SITE WORKS AND SERVICES**

<b>COST ESTIMATE OF ON-SITE WORKS AND SERVICES</b>		
1.	Site grading and preparation	\$
2.	Paving – granular base and sub base	\$
3.	Paving – base and surface asphalt	\$
4.	Lighting (as applicable)	\$
5.	Fencing	\$
6.	Walkways	\$
7.	Curbing	\$
8.	Waterlines	\$
9.	Sanitary sewers	\$
10.	Storm sewers	\$
11.	Landscaping	\$
12.	Total of other works and services (Please list on a separate page)	\$
<b>TOTAL ON-SITE WORKS AND SERVICES</b>		\$
<b>(A)</b>	<b>TOTAL ON-SITE WORKS AND SERVICES multiplied by 50% or 100% (see page 12 for more detail)</b>	\$
<b>(B)</b>	<b>ON-SITE STORMWATER MANAGEMENT FACILITY (AS APPLICABLE) X 100%</b>	\$
<b>COST ESTIMATE OF OFF-SITE WORKS AND SERVICES</b>		
1.	Water lines and hydrants	\$
2.	Sanitary sewers	\$
3.	Storm sewers	\$
4.	Other works and services (Please list on a separate page)	\$
<b>(C)</b>	<b>TOTAL OFF-SITE WORKS AND SERVICES X 100%</b>	\$
<b>LETTER OF CREDIT IN THE AMOUNT OF THE ABOVE TOTAL (A + B + C)</b>		\$

Signature and Stamp of Professional Engineer



**NOTES:**

1. ALL SERVICES TO BE BROUGHT 1.0m MIN. PAST PROPERTY LINE AND PROPERLY MARKED WITH A 50x100mm STAKE EXTENDING FROM THE INVERT OF THE LATERAL TO GROUND LEVEL.  
 MARKINGS AS FOLLOWS :  
 SANITARY LATERAL – GREEN  
 STORM LATERAL – RED  
 WATER LATERAL – BLUE
2. SANITARY LATERAL TO BE LOCATED AT THE CENTRE LINE OF EACH UNIT.
3. WATER LATERAL TO BE LOCATED 2.5m OFFSET NORTH OR WEST OF THE SANITARY LATERAL.
4. STORM LATERAL , IF PROVIDED , TO BE LOCATED 3.0m OFFSET SOUTH OR EAST OF SANITARY LATERAL.
5. ALL STORM & SANITARY MAINTENANCE HOLES TO BE OPSD 701.01 – 1200mm DIA.
6. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SHOWN.



STANDARD DETAIL

STANDARD  
INDUSTRIAL/COMMERCIAL  
SERVICE LOCATIONS

APPROVED

.....  
 MANAGER OF ENGINEERING                      DATE  
 .....  
 DIRECTOR OF OPERATIONS                      DATE

REVISION No.	DATE: DEC 2021
	SCALE: N.T.S.

**TSD-400**