



**Town of South Bruce Peninsula**  
PO Box 310, 315 George Street, Warton ON N0H 2T0  
Phone 519-534-1400 Toll Free 1-877-534-1400 Fax 519-534-4862

Refer to By-Law 73-2022

## Site Plan Control Agreement Application

### Owner Information

Legal Owner(s) Name	
Mailing Address	
Phone Number(s)	
Email Address	

### Applicant/Agent Information (if different from the owner)

Applicant/Agent Name	
Mailing Address	
Phone Number(s)	
Email Address	

### Property Information

Municipal Address	
Legal Description	
Roll Number	
Land Titles PIN	
Road Access (municipal, provincial, private, maintenance, surface, etc.)	
Municipal Services Available at Property Line	
Property Dimensions (frontage, width, depth, area)	
Current Status of Property (vacant, improved-provide details)	

## Development Details

Structures Planned (type, number, height, etc.)	
On Site Servicing Planned	
Internal Access Details (driveways, sidewalks, ramps, pathways, etc.)	
Residential and Commercial Use Details	
Stormwater Management Planned	
Special Details Proposed (landscaping, trails, community space, etc.)	
Proposed Development Start Date	
Development Costs (estimated total project cost)	

**Planning Details**

Current County Official Plan Designation	
Current SBP Official Plan Designation	
Current Zoning	
Previous Planning Applications Applicable to the Property (provide details)	
Is a Planning Application Required for the Development (explain)	
Agencies Consulted (list all and provide their comments as attachments)	
Plans and Studies Undertaken (list all and provide as attachments)	

### **Neighbourhood Compatibility**

Zoning of Abutting Lands	
Current Use of Abutting Lands	
Location of Services on Abutting Lands (provide maps with dimensions)	
Proximity to Similar Developments	
Neighbourhood Support and/or Concerns with Proposed Development	

### **Complete Application**

In addition to the above information, applicants are required to provide studies, plans, documents, etc. in support of the application for site plan control. Determination of whether or not any application which is submitted is a complete application will be at the sole discretion of staff.

### **Submission Checklist**

The following checklist is provided to ensure that the applicant provides all required documentation, material, plans, etc., in the manner and with the detail required, to process the application. The checklist is a guideline only and staff may require additional, subsequent and/or other documents and details, not specifically outlined herein. It shall be understood that all documentation provided shall be prepared by qualified professionals. Plans should be drawn to scale and include a legal description, property bearings and dimensions, geodetic data, location of benchmarks, a north arrow and a detailed title block showing the owner's name, the person/firm that prepared the plan and the date of preparation, including any revision dates. Plans as outlined herein should be prepared as separate documents (ie. separate site plan, separate drainage and grading plan, etc.) for ease of review and understanding. There is no guarantee that documentation submitted will be accepted as submitted and it should be expected that revisions to documentation will be required to be undertaken prior to any final approval.

- Survey of the Property
  - Include any easements, rights of way, one (1) foot reserves
- Drawings/Plans (electronic and 1 paper set of 11x17)
  - site plan (location of all structures, access points, parking, loading areas, garbage and snow storage, lighting locations if not on buildings)
  - servicing plan (sanitary, storm, catch basins, waterlines, ditches, swales, electrical system, driveway, culverts, septic systems, tile beds holding tanks, wells, transformers, vault valves, manholes, meter pits, surface material of driveways and parking areas)
  - exterior elevations of any structures (full colour, material details, lighting location, entrance locations, ramps, patios, roof elevations)
  - grading and drainage plan (stormwater management quantity and control structures, silt control, permanent erosion structures, retaining walls, catch basins, swales)
  - landscaping plan (location and types of plantings, notation of vegetation to be preserved, fencing, sidewalks, pathways, patios, landscaping buffers)
  - abutting property uses including location of services (water, septic, etc.)
- Completed Planning Decisions (if applicable)
  - Official Plan amendments
  - Zoning By-Law amendments
  - Niagara Escarpment Commission development permits
  - Consent Decisions
  - Draft Plan of Subdivision decisions
  - Minor Variance decisions
- Reports, Studies and Assessments
  - Hydrogeological assessments
  - Stormwater Management reports
  - Engineering reports
  - Appraisals
  - Servicing reports
  - Traffic Impact reports
  - Archaeological assessments
  - Natural Heritage assessments
  - Geotechnical reports
  - Planning justification reports
- Peer Reviews
  - Terms of Reference
  - Completed reviews of systems, equipment, plans or any component of development
  - Research documents
  - Testimonials

- Comments and Clearances
  - Grey Sauble Conservation Authority
  - Source Water Protection Office
  - Ministry of the Environment
  - Ministry of Natural Resources
  - SON
  - Saugeen Valley Conservation Authority
  - Historic Metis
  - Niagara Escarpment Commission
  - Hydro One
  - Bruce County Planning
  - Bruce County Highways
  - Ministry of Transportation
  - TSSA
  - Canada Post
  - Bell Canada
  - Union Gas
  - Bluewater District School Board
  - Infrastructure Ontario
  - Grey Bruce Public Health
  - Public and neighbours
  - Council
  
- Construction Costs
  - Landscaping
  - Drainage and grading
  - Exterior servicing (sidewalks, road cuts, municipal services to property line)
  - Legal
  
- Application Fee (as per Town Fee By-Law – subject to change)

**Note 1:** Site plan control agreements will be registered on the title of the lands and include monetary requirements separate and distinct from the application fee (ie. deposit/securities, etc.).

**Note 2:** Site plan control agreements may be required for multi residential, commercial, institutional and industrial development. Discuss with Town staff.

## Declaration of Registered Owner(s)

I/we _____ do hereby <small>(print owner(s) name(s))</small>	
make oath and say that the information contained in this application for site plan control is true to the best of my/our knowledge.	
_____	_____
Date	Signature of Owner
_____	_____
Date	Signature of Owner
_____	_____
Date	Signature of Owner

## Declaration of Owner and Applicant/Agent (if an agent is appointed)

I/we _____ do hereby <small>(print owner(s) name(s))</small>	
make oath and say that I/we have appointed _____ <small>(print applicant/agent(s) name(s))</small>	
to act as an applicant/agent on my/our behalf with respect to this application for site plan control. I/we acknowledge that the Town will correspond with the appointed person(s) named above with respect to this application.	
_____	_____
Date	Signature of Owner
_____	_____
Date	Signature of Owner
_____	_____
Date	Signature of Owner
I/we _____ do hereby <small>(print applicant/agent(s) name(s))</small>	
make oath and say that I/we act on behalf of the registered owner(s) with respect to this application for site plan control. I/we acknowledge that the Town will correspond with me/us with respect to this application. I/we acknowledge that the Town reserves the right to make contact with the registered owner(s) at any time with respect to this application.	
_____	_____
Date	Signature of Applicant/Agent
_____	_____
Date	Signature of Applicant/Agent