



## Site Plan Requirements Checklist (To be returned with Application)

### Application Fee

- \$2469.00 (\$1469.00 + \$1000 deposit)  
(payable by cash, debit, cheque, e-transfer)

#### Application Submission Requirements For Engineer Stamped Site Plan Drawings

Engineer to provide one electronic copy in a high resolution PDF format and two printed copies full size and folded with an attached cover letter explaining the project scope and any important information pertaining to the project.

### General Site Plan Requirements

#### General Page Layout:

- North arrow and standard scale
- Symbol key with legend
- Owner's name, site address and legal description of property
- Leave an area in the bottom right of the page for the Approvals stamping

#### General Site Plan Information:

- Dimensions of the site provided by a legal survey
- Identify the location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities. Clearly indicate buildings to be demolished. Projects located within or partially within the "Regulation Limit" will require Long Point Region Conservation Authority review and a permit.
- Show the traveled portions of adjacent roadways, municipal sidewalks, and access driveways including those of adjacent properties. Label street names. For development located on a County Road or MTO highway, review and permits from those regulatory agencies are required. Application circulation will be done by the Municipality.
- Parking area layout, pedestrian connections, ramps, loading areas (including minimum dimensions, typical dimensions, curbing and surface material)
- Identify accessible parking facilities with hard-surface finish. Also consider accessibility in the design of pedestrian facilities (e.g. AODA, connections to municipal sidewalks and internal circulation)
- Location, height and type of all proposed fencing
- Location of all existing and proposed poles (including guywires), transformers, pedestals, hydrants on the site and on public lands abutting the site. Include dimensions to trees and buildings for electrical facilities
- Identify all site lighting and attach a light spillage plan
- Identify the location of snow storage
- Plans showing the location of all facilities and works to be provided
- The location, size and description of all adjacent buildings located within six metres of the property boundaries
- Provide Property Identification Number (PIN)

#### Zoning Information:

- Include Site Data Table with zoning information applicable to the property
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- Indicate lot coverage percentage and total lot area
- Show amenity areas including their functional use (e.g. equipment and furniture that defines the area for recreational use)

- Label all parking spaces and indicate number of parking spaces in the Site Data Table
- Label all loading spaces and indicate number of loading spaces in the Site Data Table
- Landscape strips and fencing, if required
- Location and type of enclosure to be used for storage of garbage and other waste material. If waste material is stored within the building, include a note in the Site Data table. Identify if private or municipal collection.
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

#### **Fire Information**

- Location of closest fire hydrant (identify as existing or proposed) Label distance to principal entrance
- Designated fire routes per OBC with the notation “fire route to be posted and designated under municipal by-law” (to be minimum 6.0m wide with minimum 12.0m centreline turning radius, maximum 8% slope)
- State whether or not the building is to be sprinklered
- Show location of fire department connections (standpipe/Siamese)
- Show location of water supply for Fire Protection, including tanks, pumps, wells, dry-hydrants, including any back up generation system. Design details for fire ponds must be provided.
- Show accessibility to water for Fire Protection and how it is to be maintained all year.

#### **Building Information**

- Location and dimensions of all structures
- Finished floor elevations of all buildings
- Maximum dimensions of buildings and minimum distance between buildings
- Location of all building entrances/exits and label principal entrance
- Location of loading dock(s)
- Preliminary, building plans/renderings including elevations

## **Grading and Servicing Plan Requirements**

#### **General Information:**

- Symbol key and legend
- Proposed and existing structures and buildings, driveways, parking areas and curbs
- Clearly identify existing services (storm, water, sanitary) and specify if existing services will be used or removed
- Location of private well and septic system
- Location of natural gas lines
- Location, size and depth of cover and grade of storm, water and sanitary services
- Invert of storm, sanitary and water laterals at the point of connection
- Identify the type of finished surfacing (e.g. sod, gravel, asphalt, etc.)
- Indicate roadbase design and extent for all light duty, heavy duty and gravel areas
- Location of all existing and proposed manholes, poles (including guys), transformers, pedestals, hydrants on the site and on public lands abutting the site
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

#### **Grading**

- Existing and proposed grade elevations (referenced to Geodetic Benchmark elevation) include relative street grade elevations and grade at property lines
- Direction of surface drainage flow through use of drainage arrows

- If catchbasins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catchbasin rim elevation
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections)
- Elevations of individual internal driveways where a depressed driveway may exist

**Storm Water Management and Sediment Control**

- Engineered Storm water management design and plan is required, state maximum retention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm
- Post-development flows may not exceed pre-development flows. Depth and extent of ponding shall be indicated in plan view for 5 and 100 year return periods.
- Quality control of run-off shall be provided in accordance with current MECF Guidelines. Rainfall data shall be from current local MTO IDF curves that reflect climate change.
- A Sediment Control Plan must be provided that prevents downstream/offsite migration of silt and sediment at all catchbasins and surface drainage outlets during and following construction.
- Operation and maintenance notes for the SWM facilities and siltation control shall be provided.

**Landscaping Plans and Details**

- Show a legend with key symbol
- Proposed and existing structures and buildings (including entrances and doorways), driveways, parking areas, pedestrian connections (sidewalks, pathways etc.) and curbs
- Label existing plant material to remain
- Label vegetation to be removed
- Identify all proposed plant material, planting beds, and seeded or sodded areas
- Include a plant list showing key, numbers of plants, botanical and common names and plant size at installation date. Only native, non-invasive species are permitted.
- Provide details for play areas, special activity areas, open space areas
- Show the location of outdoor lighting
- Show the location and treatment of garbage collection areas
- Show the location, height and type of proposed and existing fencing

**Record Drawings**

- Prior to the release of security, record drawings must be submitted to the Municipality
- A survey of final grades must be submitted with the record drawings
- All revisions to servicing must be included with final pipe inverts and structure locations.

I have read and understood  
this information and its  
requirements  
  
\_\_\_\_\_ (Initial)



The Corporation of the  
**Municipality of Bayham**  
Application for Approval of a Site Plan

**Instructions**

Each applicant is required to submit a complete site plan application package which shall include the following mandatory components:

- ✓ Complete Application Form
- ✓ Current Application Fee
- ✓ Engineer stamped Site Plan Drawing(s)
- ✓ Engineer stamped Elevation Drawing(s)
- ✓ Engineer stamped Site Servicing Drawing(s)
- ✓ Plus any additional information required by the Municipality or local and provincial agencies (including any required reports and/or studies)

Please note that the Municipality or local and provincial agencies may require the applicant to submit additional information. These site specific submission requirements may include studies or reports related to matters such as the environment, transportation network, water supply, sewage disposal and storm water management.

All measurement values must be presented in Metric units. If the Applicant is not the owner of the subject land, a written statement by the owner authorizing the applicant to act on behalf of the owner in relation to the subject application must accompany the application (see 10.0).

Failure to complete and provide all required information may result in the return or refusal of the application.

**Application Review Process, Agency Circulation/Permits**  
Prior to the submission of an application, a mandatory pre-consultation meeting is to be scheduled to discuss the proposal.

Upon receipt of an application, Municipal staff will review the materials received by the Applicant and determine whether there is sufficient information (i.e. all critical application components) to deem it complete. The application and drawings will be circulated to Municipal staff, and, in some cases, external professionals and organizations, for review. Applications will not be considered unless all of the critical components have been submitted by the applicant. Applications missing the required information may be returned for resubmission. Any permits required by an external body are the responsibility of the applicant at the applicant's cost.

If it is determined that the application is incomplete or the plans and drawings do not comply with municipal and/or statutory requirements, the applicant will be contacted by the Municipality. The Applicant must be aware that it is possible that Municipal staff will require revisions to the detailed

design materials and may require submission of additional detailed design materials. Having received comments from the Municipality, the applicant may be required to submit revised materials to complete the application and this step may continue until the development complies with the municipal and statutory requirements and the application is deemed complete. The persons reviewing the application will prepare comments and set out any issues with the application. It is the applicant's responsibility to satisfy all Conditions for Site Plan Approval.

If it is determined that the application is complete, the Municipality will advise the Applicant that the application is complete and prepare a draft site plan Agreement for review.

**Approval Process**

Upon completion of the review process, a draft Site Plan Agreement will be provided to the applicant. The applicant will then have the opportunity to review and consider the draft Site Plan Agreement and may request a meeting to discuss any concerns with Municipal staff.

After the review process is complete, the Site Plan Agreement will be finalized and sent to the applicant for review and signature(s).

The applicant is required to sign the Site Plan Agreement in duplicate and return it to the Municipality with all required securities and any other materials that may be required in the Agreement or by Municipal staff.

Following receipt of the above, the Site Plan Application Agreement will be reviewed by the Municipality's delegated authority, being the Chief Administrative Officer (CAO). Once approved, the CAO will execute the Site Plan Agreement and provide copy to the applicant for registration against the property title.

**General Information**

For assistance with completing the application form and for more information respecting the draft plan requirements, please consult the Planning Department, Municipality of Bayham, 56169 Heritage Line, Straffordville, Ontario by calling the Department at 519-866-5521.

I/We shall assume responsibility for any additional costs exceeding the deposited amount related to the said application and understand and agree that for payment of said additional costs shall be a condition of this signed application. I also agree to accept all costs as rendered.

I have read and understood this application form and associated content.

\_\_\_\_\_  
(Initial)

**Please Complete and Print or (X) Appropriate Box (es)**

**1.0 Applicant Information**

**1.1** Name of Owner(s) An owner's authorization is required if the applicant is not the owner (See Schedule 'A')

Name of Owner(s)	Primary Telephone:	Email
	Secondary Telephone:	
Address	Postal Code	Fax No.

**1.2** Name of Applicant (If same as owner check box)

Name of Applicant(s)	Telephone Home:	Email
	Telephone Business:	
Address	Postal Code	Fax Number

**1.3** Name of Solicitor/Agent

Name of Solicitor/Agent	Telephone Home:	Email
	Telephone Business:	
Address	Postal Code	Fax Number

Send Communication to (circle one only):      Applicant                  Owner                  Solicitor                  Agent

**2.0 Location and size of the Subject Land**

Street No.	Name of Street/Road	Registered Plan No./Concession No.	Lot(s)/Block(s)
		Reference Plan No. & Part No.	
Lot Frontage	Average Width	Average Depth	Lot Area

**Assessment Roll # 34-01-** \_\_\_\_\_

**2.1** Is there a mortgage or charge in respect of the subject land?  Yes  
 No

If yes, give the names and addresses of any mortgages or charges.

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I have read and understood this application form and associated content

\_\_\_\_\_  
 (Initial)

**2.2** Are there any easements or restrictive covenants affecting the subject land?  Yes  No  
 If yes, describe the easement or covenant and its effect.

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**2.3** When were the subject lands acquired by the current owner?

**3.0 Proposed and Current Land Use**

**3.1** What is the proposed use of the subject land? (Please attach an additional page if more space is required)

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**3.2** What is the current use of the subject land? (Please attach an additional page if more space is required)

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**3.3** How is the subject land currently designated in the Official Plan?

**3.4** How is the subject land currently zoned in the Zoning By-law?

**3.5** Provide the following details for all buildings, both existing and proposed.  
 (Information should also be presented in the Site Plan Map)

	Existing Buildings	Proposed Buildings
<i>Example: Gross Floor Area</i>	<i>603.85 m<sup>2</sup></i>	<i>1050.00 m<sup>2</sup></i>
3.5.1 Front Yard		
3.5.2 Rear Yard		
3.5.3 Side Yard		
3.5.4 Side Yard		
3.5.5 Height		
3.5.6 Dimensions		
3.5.7 Gross Floor Area		
3.5.8 Date Constructed		

I have read and understood this application form and associated content.  
 \_\_\_\_\_  
 (Initial)

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**4.0 Previous Industrial or Commercial Uses**

**4.1** Has there previously been an industrial or commercial use on the subject land or adjacent land?

Yes  No If yes, specify the uses and dates.

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**4.2** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?  Yes  No

If yes, please provide some detail of the nature of the contamination.

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**4.3** What information did you use to determine the answers to the above questions 4.1 and 4.2?

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**4.4** If yes, to (4.1), (4.2), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached?

Yes  No

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**5.0 Status of Other Applications under the Planning Act**

**5.1** Is the subject land also the subject of an application for an Official Plan Amendment, Consent, approval of a Site Plan, Minor Variance, Zoning By-law Amendment or Zoning Order Amendment?  Yes  No

If yes, indicate the type of application, the file number and the status of the application.

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**9.0 Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_  
in the County/Region of \_\_\_\_\_ make oath and say (or affirm) that the statements made  
herein and the information that accompany this application are to the best of my belief and knowledge true.  
Sworn (or declared) before me at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
On this \_\_\_\_\_ day of \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

**10.0 Authorization of Owner for Agent to Make the Application**

I (we), \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
am the owner of the land that is the subject of this application of an Approval of a Site Plan Agreement and I  
(we) hereby authorize \_\_\_\_\_ to act as my (our) agent in the application.

\*\* Attach a completed Schedule 'A' \*\*

\_\_\_\_\_  
Date

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

**11.0 Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the CAO of the Municipality of Bayham regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the Municipality of Bayham for legal counsel and other associated costs to represent the Corporation of the Municipality of Bayham in defending the decision before the Ontario Land Tribunal (OLT) will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_

In the County/Region of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

I have read and understood this application form and associated content.  
\_\_\_\_\_  
(Initial)

FOR OFFICE USE ONLY		
Application Circulated to:	Comments:	Date:

Stamp of Approval

**Schedule 'A'**

**LETTER OF AUTHORIZATION OF AN AGENT (SAMPLE)**

(date)

MUNIICPALITY OF BAYHAM  
56169 Heritage Line, P.O. Box 160  
Straffordville ON N0J 1Y0

**Attention: Planning Coordinator/Deputy Clerk**

**Re: Application for (application type) John Doe – 1234 Concession Road**

I am the registered owner of the lands which are the subject of the above described application. Please consider this correspondence as my authorization for ..... (name) to act on my behalf on all matters with respect to the accompanying application as well as any related planning applications.

Yours truly,

(Printed Owner's Name)