



TOWN OF TILLSONBURG

SITE PLAN APPROVAL APPLICATION GUIDE / PROCESS

The attached application form is to be used only when applying to the Town of Tillsonburg for a Major Site Plan, Minor Site Plan, or an Amendment to an existing Site Plan. The applicant is advised to approach the Town Office and/or the County of Oxford Community Planning for Official Plan, Zoning and Policy information before making a formal application.

Completing the Application Form

1. The attached application form should be submitted to:
 - a) Development Technician
Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg ON N4G 5A5
Phone: 519-688-3009 ext. 4600
2. The application consisting of one original must be accompanied by the appropriate fee for the associated application in cash, cheque or debit payable to the “**Town of Tillsonburg.**” All applications will be double charged if it is required after the fact.
3. The application must be completed by the property owner(s) or their authorized agent. Where the application is being made by an agent, the written authorization of the owner(s) must accompany the application or if the application is being made under an agreement of purchase and sale, a signed copy of the agreement must be attached as authorization and will remain confidential.
4. The complete application must include;
 - A complete application form and applicable fee;
 - All required drawings, including 3 hard copies (**large plans must be folded**);
 - Cost estimate with engineered stamp and signature; and
 - All drawings in electronic PDF format sent to planning@tillsonburg.ca.
5. Second and subsequent submissions must include;
 - A cover letter indicating how you have addressed each department comment;
 - 3 hard copies of the revised drawings (**large plans must be folded**), and electronic copies in PDF format sent to planning@tillsonburg.ca; and
 - Payment for 3rd or subsequent submission - \$515.00 if applicable.
6. Upon final submission, the following documents will need to be submitted for a Site Plan Agreement;
 - Site Plan Agreement admin fee, which includes registration on title - \$515.00; and
 - 3 copies of the Site Plan Agreement, printed on legal size paper (8.5” x 14”)- single sided, and signed.
7. For the Site Plan security release, we will require the following to process the request of release of securities;
 - Security Release Application form filled out;
 - Engineering Inspection Fee - \$175.00 (for applications prior to January 12, 2021 **OR** for 3rd inspection);
 - 3 hard copies of the Record Drawings that are stamped and sealed by the Consulting Engineer- (**large plans must be folded**)
 - A letter from the Consulting Engineer that is stamped and sealed, with correspondence of all or partial work completed;
 - The Cost Estimate detailing value of completed work and uncompleted work that is stamped and sealed by the Consulting Engineer; and
 - Send all electronic copies of all documents noted above in PDF format to planning@tillsonburg.ca.



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.

Type of Site Plan Approval Application: **Fees include 2 Submissions; 3 rd : subsequent submissions- \$515.00 Site Plan Agreement Administration Fee (includes Registration on Title)- \$515.00 Engineering Inspection Fee- \$ 175.00	<input type="checkbox"/> Amendment to Existing Site Plan Approval (\$515.00)
	<input type="checkbox"/> Amendment to Existing Site Plan Approval – After (\$1030.00)
	<input type="checkbox"/> Minor Site Plan Approval Application (\$515.00)
	<input type="checkbox"/> Minor Site Plan Approval Application –After (\$1030.00)
	<input type="checkbox"/> Major Site Plan Approval Application (\$1050.00)
<input type="checkbox"/> Major Site Plan Approval Application – After (\$2100.00)	

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 _____

c) Solicitor:

Name _____

Address _____ City: _____

_____ Postal Code _____

Contact Person E-mail: _____

Telephone Number _____ Fax Number _____

d) 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: _____

e) Adjacent Lands:

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

f) 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 _____

g) Existing use of Subject property

h) Proposed uses of land and buildings

i) 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 _____

j) Zoning By-law

Existing Zoning _____

Requested Zoning _____

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

File No. _____ Status _____

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.

a) Zoning Provisions

REGULATION
by Zoning By-law 3295

PROPOSED

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	_____	_____

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 _____ m² (or ft²)
Conversion or Addition to Existing Residential Buildings Yes _____ No _____
Amenity and/or Children's Play Area Yes _____ No _____

UNIT BREAKDOWN

<i>Type</i>	<i>Number of Units</i>	<i>Floor area of Unit Type (m² or ft²)</i>
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 m² (ft²) 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 _____ m² (ft²).

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

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.