

Municipal Fee Received:	
Municipal Deposit Received:	
ERCA Fee Received:	

Application No. \_\_\_\_\_

**APPLICATION FOR SITE PLAN CONTROL**  
**TOWN OF AMHERSTBURG**

1.

Name of approval authority – Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, ON N9V 2A5  
(519) 736-5408
2.

Date application received by municipality \_\_\_\_\_
3.

Date application deemed complete by municipality \_\_\_\_\_
4.

Name of Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Name of solicitor or authorized agent (if any) \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_
5.

Name of Registered Owner(s) \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Please specify to whom all communications should be sent:  
Registered owner ☐ Solicitor ☐ Agent ☐
6.

Name of Architect/Engineer/Planner \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_
7.

Location and description of subject land(s):  
Municipal address \_\_\_\_\_  
Nearest street intersection \_\_\_\_\_  
Legal description \_\_\_\_\_  
Assessment roll number(s) \_\_\_\_\_  
Proposed use \_\_\_\_\_

8. Will the proposed project include the addition of permanent above ground fuel storage?

☐ Yes ☐ No

9. Documents/Plans Required
- 2 copies of plan of survey
  - 2 copies of site plan
  - 2 copies of building elevations
  - Electronic PDF files of above documents

NOTE: All plans should be blackline and no larger than 28 cm x 43 cm (11" x 17") where possible to facilitate processing.

A copy of the deed for the lands in question is required for purposes of registering the site plan control agreement. To avoid delays, the deed should be submitted with the application or as soon as possible thereafter.

\_\_\_\_\_  
Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_ File No. \_\_\_\_\_

Others: \_\_\_\_\_

**INFORMATION REQUIREMENTS CHECK LIST**

1. SITE PLANS(S): should contain the following information. Applicant should check ( ✓ ) if complete or indicate (n/a) if not applicable.
- ☐ scale/north point, date
  - ☐ site dimensions (including area in square metres or ha.)
  - ☐ fire routes to be designated
  - ☐ abutting streets and alleys (including r.o.w. width)
  - ☐ speed bumps
  - ☐ buildings to be erected and/or enlarged (including dimensions)
  - ☐ road widening
  - ☐ buildings to be erected and/or additions to existing building (including dimensions)
  - ☐ distance between building(s) and nearest lot line(s)
  - ☐ parking areas and loading spaces (including number of spaces, size, aisle width, curbs, surface treatment)
  - ☐ pedestrian walkways
  - ☐ distance from parking areas to buildings and lot lines
  - ☐ landscaped areas (including treatment such as grass, ornamental paving, earth berms), sanitary sewer and storm sewer facilities
  - ☐ lot ending
  - ☐ landscaping features (including proposed trees, shrubs, hedges, labeled as to species, size and existing features, if any, to be retained)
  - ☐ overhead and underground wires with clearances
  - ☐ flood lights
  - ☐ walls, fences
  - ☐ meters and transformers
  - ☐ barrier posts
  - ☐ refuse storage areas
  - ☐ signs (if freestanding) signs must comply with sign by-law
  - ☐ other freestanding structures (including utility vaults, poles, light standards)

2. ELEVATION DRAWING(S): applicant should check ( ☒ ) [including features Such as awnings, canopies, overhangs, balconies, etc.]
- ☐ scale, date
  - ☐ full view of all sides of the building(s) [including features such as awnings, canopies, overhangs, balconies, etc.]
  - ☐ dimensions of buildings, the location and size of all doors, windows and other openings
  - ☐ all visible exterior finishes labeled as to type
  - ☐ all wall, roof, projecting or fascia signs labeled as to type and size

3. OTHER PLANS: The Town of Amherstburg will advise if and/or all of the following additional plans are required:

Landscaping Plans: A separate landscaping plan will be required together with a listing of plant materials.

Lot Grading Plans: Where drainage problems or potential flooding hazards exist, the Building Department may require a grading plan.

Building Cross-sections: These may be required by the Town of Amherstburg to illustrate building features.

Survey Plans: If the property cannot be identified from a reference plan or registered plan, or if there are significant on-site features which require identification a survey plan may be required.

#### 4. OTHER REQUIREMENTS

**Financial Security**: A financial guarantee (certified cheque or irrevocable letter of credit (self renewing without burden of proof) for 50% of the value of on-site improvements exclusive of buildings or structures is required as part of the site plan agreement. For all off-site works, the Developer will be required to provide security in the amount of 100% of the cost of the works. The Developer's Engineer will be required to provide a certified estimate of the cost of the on-site and off-site works for consideration and approval by the Town's Public Works Manager. Once the Town has inspected and approved the construction of the on-site and off-site works, the Developer will be required to provide security during the one year maintenance period in the amount of 15% of the cost of on-site and off-site improvements.

Payment of a deposit of \$1,000 plus a fee of **\$4,841 (Major)** or **\$2,422 (Minor)**, together with a \$200 ERCA review fee, made payable to the Town of Amherstburg, must accompany each application for site plan control.

The application fee to amend a site plan control agreement will be a flat fee of **\$2,703** together with an ERCA review fee of **\$200** totaling **\$2,903** to be made payable to the Town of Amherstburg.

Engineering review fees are applicable in accordance with the Amherstburg User Fee By-law, which may include an additional review fees each time an application is resubmitted and rereviewed.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is **\$565** and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be

responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.

- ☐ I acknowledge that the Town requires all documents associated with the application to be provided in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) as the documents will be made public in accordance with the Planning Act and Municipal Act. The Town will not provide a letter confirming a complete application has been made until such time as all required documents are provided as noted. I further acknowledge that a public meeting for my application will not be scheduled until a letter confirming a complete application has been issued.

\_\_\_\_\_  
APPLICANT, SOLICITOR OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE