



Town of Erin Site Plan Approval Application Form

Please contact Jessica Wilton to arrange a Pre-consultation Meeting at jessica.wilton@erin.ca or 519 855-4407 x 240

Pre-consultation Meeting Date: _____ Staff Member: _____

Legal Description Address: _____

Roll No: 2316-0000 - _____ - _____ - _____

(this becomes your site plan application file no. for all submission material).

OWNER: Name: _____
Telephone: _____
Email address: _____
Mailing address: _____

AGENT: Name: _____
(if applicable) Telephone: _____
Email address: _____ Mailing
address: _____

DETAILS OF PROPOSAL: What is being developed? (and/or demolished?)

OFFICIAL PLAN DESIGNATION: _____

ZONING: _____
(staff to confirm conformity)

Special Provisions or CAV decisions which apply? _____

HERITAGE INVENTORY: Are there any existing buildings on site, which you intend to demolish? _____
(the buildings on your property may be listed on the Town of Erin Heritage Inventory, please confirm with staff).

SITE STATISTICS:

Lot Area:	
Area of Building; Footprint	
Area of Septic bed & field:	
Easements/encumbrances on the lot?	
Gross Floor Area:	
Area of paved driveway & parking	
Parking spaces required	
Parking spaces provided	
Other	

APPLICABLE FEES:

Site Plan Application fee - \$2,000.00
 Site Plan deposit - \$5,000.00

* Exception: Minor Revision /Extension – As per resolution #11-258 Council delegates authority to staff to exempt site plan approval for additions to structure provided the following circumstances;

- Expansion to existing buildings less than 50m² ground coverage.
- No significant change to existing drainage or grading.
- No change to existing vehicular access of site.

* For minor revision there is a reduced application fee of \$500.00 and site plan deposit fee of \$1000.00 as per By-law #01-28.

DRAWINGS AND REPORTS as determined by Town staff at the pre-consultation meeting.

Please submit **3 copies + an electronic copy** forwarded to jessica.wilton@erin.ca

Req'd	DRAWINGS	Details
✓	Survey topography and/or legal	
✓	Deed	
✓	Site Plan	
✓	Grading Plan	
✓	Landscape Plan (including existing trees)	
✓	Building Elevations & Floor Plans	
✓	Worksheet of Site Work Costs (blank attached)	
	Existing Site Plans and agreements registered on title	
	Other	
	REPORTS	
	Traffic Report	
	Stormwater Management Study	
	Site Specific/Other Requirements	
	Photometric Plan, (if outside lighting prov'd)	
	Other	

*other information requirements may include but not limited to; architectural heritage assessment, truck turning plan, pedestrian network plan, noise report, shadow study, construction storage and parking plan, environmental assessment report, environmental impact report, functional Service Report

PROPERTY OWNER AUTHORIZATION:

I hereby apply for Site Plan approval under Section 41 of the Planning Act 2001, as amended. I am aware that all information I submit is available to the public under the authority of the Planning Act as a development application.

 Owner of the Property,
 (OR I have the authority to bind the Corporation)

WORKSHEET of ESTIMATED COSTS of SERVICESI WORKS					Estimated Cost Totals
For: _____					
No.	Description of Work	Quantity	Unit Price	Cost	
1. On-site works to be constructed:					
a	Lot grading and surface drainage		\$	\$	
b	Lighting			\$	
c	Finish grading		\$	\$	
d	Sodding		\$	\$	
e	Concrete Walks		\$	\$	
f	Temporary fencing		\$	\$	
g	Installation of construction access		\$	\$	
h	Underground water service pipe			\$	
i	Roof water drainage			\$	
j	Storm sewer and outlet			\$	
k	Curbed and asphalted parking and loading area as follows:				
l	Granular 'B' (or Pit Run)		\$	\$	
m	Granular 'A'		\$	\$	
n	Light duty asphalt		\$	\$	
o	Private on-site sewage disposal			\$	
Subtotal					
a					
a	Curbed & paved entrances				
b	Ditching and sodding of ditch				
c	Connection to water main				
Subtotal					
b					
a	Electrical as approved by Hydro One				
b	Telephone Service				
c	Natural gas				
Subtotal					
c					
a	Consultant fees for site work			\$	
b	Testing company fees			\$	
Subtotal					
TOTAL ESTIMATED COST OF WORKS					
125% OF TOTAL ESTIMATED COSTS OF WORKS					