

Site Plan Approval involves a review of various functional and design amenities associated with land proposed for development. Site Plan Approval is used to integrate new development with the character of existing neighbourhoods, and ensure that basic requirements for layout and design, landscaping, and site servicing are implemented to a standard specified by the municipality.

Site Plan Approval is authorized by Section 41 of the Planning Act, R.S.O. 1990, and Town of Erin Site Plan Control By-law 01-32. No person shall undertake any development in the site plan control area (which is applied to the whole Town of Erin), unless they have first obtained written approval from the Town with respect to such development. The following developments are not subject to site plan approval:

- Construction of a single-detached, semi-detached and duplex dwellings unless the purpose of site plan control is for grading and drainage;
- Agricultural uses, but not including farm related commercial or industrial uses; and
- Buildings or structures used for flood control or conservation purposes.

Site Plan Approval enables the Town of Erin to require the owner/applicant to provide to the satisfaction of, and at no expense to, the municipality, site plan submissions, which provide:

- any required road widenings
- access to and from the land, including access ramps and curbs, and traffic direction signs
- off-street vehicular parking and loading facilities, access driveways, including driveways for emergency vehicles and surfacing of such areas and driveways
- walkways and walkway ramps for pedestrians
- lighting, including floodlighting, of the land or of any buildings or structures
- walls, fences, hedges, trees, shrubs, or other ground cover or facilities for the landscaping of the land or the protection of adjoining lands
- vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material
- easements conveyed to the municipality for the construction, maintenance or improvement of water courses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality
- grading or alterations in elevations or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.

The owner will be required to enter into one or more agreements with the municipality, to secure all site works, as per the approved plans and drawings.

Please contact the Municipal Office directly if you require clarification on any matter covered by this application form.

Before submitting your application, it is strongly recommended that you submit a request for a formal pre-consultation with the Town's Senior Planner ([planning@erin.ca](mailto:planning@erin.ca)).

### Source Water Protection

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect?      Yes ☐      No ☐

If yes, please complete the Source Water Protection form and submit with your application.

### Submission Requirements

Please submit this application form and submission requirements to [planning@erin.ca](mailto:planning@erin.ca).

1. Proof of ownership (i.e. property deed)
2. Up to date parcel abstract
3. Detailed cover letter
4. Legal survey showing all easements, restrictive covenants, road allowances and right-of-ways
5. Site Plan, including the following information (in metric):
  - OBC Matrix
  - all property boundaries and dimensions of the subject lands
  - all existing/proposed structures and their sizes
  - the distance between all existing/proposed structures and the property lines
  - natural features (i.e. water body and associated hazard lands, wetlands)
  - north arrow and scale

- any additional details requested by staff.
6. Site Grading Plan
  7. Site Servicing Plan
  8. Landscape Plan
  9. Lighting Plan
  10. Elevation Drawings
  11. All other plans and reports identified during the pre-consultation meeting (Submission Checklist)
  12. Application fees payable to the Town of Erin upon submission of the application are as per Schedule A to the Fee By-law 01-28:

Site Plan Control – Minor	\$2,000.00 Application Fee
Addition of 50% or less of existing gross floor area up to maximum of 800 sq. m.	\$2,000.00 Deposit*
Site Plan Control – Major	\$5,000.00 Application Fee
New building and/or addition greater than 50%	\$5,000.00 Deposit*

\* Deposits are collected to offset disbursements associated with application. Refundable amount will be reduced depending on the chargeable expenses incurred by the Town. All chargeable expenses incurred by the Town are payable by the applicant/owner if deposit funds are insufficient.

**Supporting Information**

Please bear in mind that additional information may be required by the municipality, county, local and provincial agencies in order to evaluate the proposed application for Site Plan Approval. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

**Note:**

- the applicant is responsible for additional costs triggered from the required supporting information (i.e. agency and peer review fees)
- submission of this application constitutes tacit consent for the authorization of Town of Erin staff, or their representatives, to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.
- Studies submitted with an application will be available to the public for review and may be reproduced for public use.

If you have any questions, please do not hesitate to contact the Town of Erin Senior Planner at [planning@erin.ca](mailto:planning@erin.ca) or 519.855.4407 ext 242.



Site Plan Approval Application Form

For Office use:	Date Received:
	Application Fee:
	File Number:
	Date Deemed Complete:
	Roll Number/Address:

A. Owner/Applicant/Agent

Applicant Information		
a) Owner (Full name and address of Owner(s), whether a Corporation/Individual, must be provided)		
Owner(s):		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
Note: Authorization is required if the applicant is <u>not</u> the owner (See Section F)		
b) Agent/Applicant		
Name:		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
c) Name of Mortgagee or Holders of Charges:		
Name:		
Address:		Municipality:
Phone:	E-Mail:	Postal Code:
d) Send correspondence to the following: (Please specify)		
Owner: <input type="checkbox"/>	Agent/Applicant: <input type="checkbox"/>	Other: _____
e) Proof of ownership		
Copy of Registered Deed or Transfer: _____		
Other (please specify): _____		
(Copy of document indicated above must be attached hereto)		

B. Details of Application

Provide a description of the entire property:			
Street Address:		City/Town:	
Concession:	Lot:	Registered Plan #:	
Width of Road Allowance (if known):			
Road or Street Providing access to subject property:			
Lot Frontage:	Lot Depth:	Lot Area:	
Easements, right-of-ways or other rights over adjacent properties?			
Please indicate what the access to the subject property is:			
Provincial Highway	<input type="checkbox"/>	Other Public Road	<input type="checkbox"/>
Seasonally Maintained Municipal Road	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>
Continually Maintained Municipal Road	<input type="checkbox"/>	Water Access	<input type="checkbox"/>
Project Description			

Present Official Plan and Zoning status

A) Town of Erin Official Plan Designation:

B) County of Wellington Official Plan Designation:

C) Zoning:

D) Minor Variance:

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)*

C. Municipal Services Provided

Please indicate the applicable water supply and sewage disposal:

Building	Municipal Water	Communal Water	Private Well	Other Water Supply	Municipal Sewers	Communal Sewers	Private Septic	Other Sewage Disposal
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate what the storm drainage is provided by:

Sewers	<input type="checkbox"/>	Swales	<input type="checkbox"/>
Ditches	<input type="checkbox"/>	Other Means	

D. Project Details

1. Location of existing buildings and structures on or proposed for the subject land.  
(specify distance from side, rear and front lot lines on submitted plan in metric)

Building(s):

# of parking spaces:

# of loading spaces:

To be demolished?

Height of Building/Structures:  
 m

Dimensions of Floor Area:

Total Floor Area:  sq. m.

Lot coverage: % # of floors:

Front yard:  m

Rear yard:  m

Side yards:  m &  
 m

2. Location of proposed buildings and structures on or proposed for the subject land  
(specify distance from side, rear and front lot lines on submitted plan in metric)

Type of Building:

# of parking spaces:

# of loading spaces:

Height of Building/Structure:  m

Dimensions of Floor Area:

Total Floor Area:  sq. m.

Lot coverage: % # of floors:

Front yard:  m

Rear yard:  m

Side yards:  m &  
 m

Type of Building:

# of parking spaces:

# of loading spaces:

Height of Building/Structure:  m

Dimensions of Floor Area:

Front yard:  m

Rear yard:  m

