



TOWN OF ERIN - Application for Site Plan Approval GUIDELINES AND EXPLANATORY NOTES

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.

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

1. Before submitting your application, you are required to submit a request for a pre-application consultation. Through the pre-application process, Staff shall identify all requirements for a complete application.
2. Please submit this application form electronically to planning@erin.ca.
3. Application fees payable to the Town of Erin upon submission of the application are as per the Fee Schedule. Please note the deposit taken is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If additional costs are encountered by the Town through the processing of your application, you will be responsible for all said costs.
4. Studies, reports and plans submitted with an application.
5. If the applicant (agent or solicitor) is not the owner of the subject land, Section F of the application must be filled out by the owner, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

For further information, please contact:

planning@erin.ca



Site Plan Approval Application Form

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

A. General Information

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:	
b) Applicant			
Applicant(s):			
Address:		Municipality:	
Phone:	E-Mail:	Postal Code:	
Note: Authorization is required if the applicant is <u>not</u> the owner (See Page 9)			
c) Agent *** If different from above***			
Name:			
Address:		Municipality:	
Phone:	E-Mail:	Postal Code:	
d) Name of Mortgagee or Holders of Charges:			
Name:			
Address:		Municipality:	
Phone:	E-Mail:	Postal Code:	
e) Send correspondence to the following: (Please specify)			
Owner: <input type="checkbox"/>	Applicant: <input type="checkbox"/>	Agent: <input type="checkbox"/>	
f) Proof of ownership			
Copy of Registered Deed or Transfer: _____			
Other (please specify): _____			
(Copy of document indicated above must be attached hereto)			
g) Area of Amendment			
What portion of the property does the amendment cover?			
<input type="checkbox"/> The "entire" property <input type="checkbox"/> A "portion" of the property			

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: _____		C) Zoning: _____	
B) County of Wellington Official Plan Designation: _____		D) Minor Variance: _____	
Heritage Inventory			
Are there any existing buildings on site, which you intend to demolish? <input type="checkbox"/> <i>(the buildings on your property may be listed on the Town of Erin Heritage Inventory, please confirm with staff)</i>			

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"/>							
Proposed	<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): _____ _____	Height of Building/Structures: _____ m Dimensions of Floor Area: _____	Front yard: _____ m Rear yard: _____ m Side yards: _____ m & _____ m
# of parking spaces: _____	Total Floor Area: _____ sq. m.	
# of loading spaces: _____	Lot coverage: ____% # of floors: ____	
To be demolished? _____		
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: _____	Height of Building/Structure: ____ m	Front yard: _____ m

# of parking spaces: _____ # of loading spaces: _____	Dimensions of Floor Area: _____ Total Floor Area: _____ sq. m. Lot coverage: ____% # of floors: ____	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: _____ Total Floor Area: _____ sq. m. Lot coverage: ____% # of floors: ____	Front yard: _____ m Rear yard: _____ m Side yards: _____ m & _____ m
What is the existing use of:		
A) The Subject Property:		
B) The Abutting Property:		
C) How long have the existing uses continued on the subject property:		

E. Other Agencies and Approvals

Source Water Protection Area
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 <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please complete the Source Water Protection form and submit with your application.</i>
Conservation Authority
Is the property located wholly or partially within or abutting a Conservation Authority Screening Zone? YES <input type="checkbox"/> NO <input type="checkbox"/>

F. Authorization for Agent/Solicitor to Act for Owner

If affidavit is signed by an Agent/Solicitor on Owner's behalf, and/or the Agent will act on behalf of the Owner with regards to this application, the Owner's written authorization below must be completed.
I (we) _____, of the Town of Erin, County of Wellington do hereby authorize _____ to act as my agent in this application.
Signature of Owner(s) _____ Date _____

G. Complete Application and Permission to Enter

Owner or Authorized Agent:
I _____, of the Town of Erin, County of Wellington do hereby authorize and acknowledge the following: <ul style="list-style-type: none"> members of the staff of the Town of Erin to enter upon the subject lands; that all information I submit is available to the public under the authority of the Planning Act as a development application; and the information within this application form is accurate and has been completed to the best of my abilities. Signed: _____ Date: _____ Owner or Authorized Agent Print Name: _____