



TOWNSHIP OF WARWICK

APPLICATION FOR SITE PLAN APPROVAL

Please Note: *If any requested information is found to be missing and required for processing, the application may be deemed to be incomplete and will not be processed. The application form, site plan drawings, processing fees and any required studies, constitute part of a complete application.*

PART 1: Owner/Agent Information

1. Registered Owner's Name and Address

Name: _____

Address: _____

Postal Code: _____ Phone No. _____ Fax No. _____

E-mail Address: _____ Cell Phone No. _____

2. Agent's Name and Address (if applicable)

Name: _____

Address: _____

Postal Code: _____ Phone No. _____ Fax No. _____

E-mail Address: _____ Cell Phone No. _____

PART 2: Property Details and Information

1. Location of Property

Address of Property (911 No. and Street): _____

Assessment Roll No.: _____

Legal Description: Concession: _____ Lot: _____

Part No: _____ Registered Plan No (if applicable): _____

2. Property Details and Attributes

a) Dimensions of Subject Property

Frontage: _____ Lot Area: _____

a) What is the Official Plan designation(s) of the subject land? _____

b) What is the Zoning of the subject land? _____

c) What is the Existing Use of the subject lands? _____

d) What is the proposed use of the subject lands? _____

e) Does the owner have an interest in the adjoining property?

- No
 Yes

If you have checked **yes**, please describe:

3. Land Use Information

a) Please fill in all figures in the table below.

Measurements	Existing	Proposed
Front Yard Depth (m)		
Side Yard Depth (side 1) (m)		
Side Yard Depth (side 2) (m)		
Rear yard Depth (m)		
Gross Floor Area (m)		
Building Height (m)		
Number of Parking Spaces		
Number of Loading Spaces		
Number of Barrier Free Parking Spaces		

PART 3: Other Information Required

- a) Attach site plan showing all items listed below:
- Property dimensions and street lines (abutting streets should be named);
 - Total area of the property;
 - Location, dimension and size (number of units, storeys, floor area, etc.) of all existing and proposed main and accessory buildings and structures;
 - Location of front, side and rear yards;
 - Landscaping and other natural or man-made features (easement, railways, pipelines, watercourses, fences and elevations, etc.) if applicable;
 - Laneways, off-street parking and loading facilities and access thereto including the dimension of spaces and aisles and surface treatment;
 - If required, road widening and facilities to provide access to and from the land such as access ramps and curbing, and traffic direction signs;
 - Walkways, and walkway ramps, including floodlighting of the land or of any buildings or structures;
 - If required, vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials;

- Grading or alteration in elevation 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;
- Scale of site plan and north symbol
- Other - any relevant supporting documentation including but not limited: storm water management, site grading and servicing, environmental acoustical, transportation, and archeological studies.

A sample site plan and landscaping plan is included in the 'Site Plan Application Guide' on pages 9 and 10.

Additional information can be provided below or as an attachment. Additional information may include background information, photographs and/or supporting studies that may assist in the processing of this application, such as Storm Water Management Reports Traffic Impact Studies, Engineering/Services Reports, EIS, Hydrogeological Studies)

b) Will the project require new or improved municipal servicing (e.g. sewer or water connections, new entrances, street access/entrances, etc.?)

- No
 Yes

If you have checked **yes* to b)**, please check all that apply. Use attachments to provide more detail with the application.

Y/N	Required for Project	Additional Information Needed (if applicable)
	New entrance(s) from roadway	New Entrance Permit (Schedule C of this application)
	Water connection	See Schedule A of this application
	Sewer connection	See Schedule A of this application
	New Water Meter	County of Lambton Plumbing Permit
	Storm Water Pond installation	Storm Water calculations provided by certified engineer, fees for third party review
	Other:	

**Note that depending on requirements, more information may be requested before your Site Plan Application can be processed.*

c) Are the subject lands presently the subject to any other applications under the Planning Act (e.g. Official Plan Amendment, Consent, Rezoning, Minor Variance, or Plan of Subdivision)?

- No
- Yes

If you have checked **yes**, please describe:

d) Is the proposed use/building or structure presently the subject of a Building Permit (or Conditional Building Permit) application(s)?

- No
- Yes

If you have checked **yes**, please describe:

Declaration

NOTE: This must be completed by the Owner(s). If more than one Owner is listed on the property, than all owners must sign a declaration as part of this application.

I (We) _____ of the _____ of _____ in the County of _____ solemnly declare that all of the statements contained in this application for (*property description*) _____ and all supporting documents are true, and I (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that is it of the same force and effect as it made under oath, by virtue of the *Canada Evidence Act*. I agree the Municipality, its employees and agents, may enter upon the subject land for the purpose of conducting a site inspection that is necessary to process this application.

Further, I (We) read and understand the *Application for Site Plan Approval* and the *Township of Warwick Site Plan Application Guidelines*. I (We) understand all applicable fees listed on the attached Schedule that may be associated with the application and review process and will reimburse the Township of Warwick for associated costs with processing this application.

DECLARED before me at the
Township of Warwick
in the County of Lambton
this ____ day of _____ 20__.

Owner/Applicant

Owner/Applicant

Commissioner of Oaths

Printed Commissioner's Name/Stamp

Personal information on this form is collected under the Planning Act and Condominium Act for the purpose of processing a site plan application. All information on this form is considered to be part of the public record. Questions related to the collection of this information should be referred to the Clerk/Deputy Administrator at 519-849-3926.

Owner's Authorization for Agent Representation

I (We) _____ of the
_____ of _____ in the County of _____ (*agent's name*)
_____ is authorized to submit an application for the
lands that I(We) own, located in (*property description*)
_____ and to act as our
agent in the completion of the matters related to the processing thereof.

Further, I (We), as the owner of the aforementioned property, read and understand the *Application for Site Plan Approval* and the *Township of Warwick Site Plan Application Guidelines*. I (We) understand all applicable fees listed on the attached Schedule that may be associated with the application and review process and will reimburse the Township of Warwick for associated costs with processing this application.

DECLARED before me at the
Township of Warwick
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this ____ day of _____ 20__.

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Schedule A - Fees Applicable to Site Plan Approval*

FOR OFFICE USE ONLY

File No: _____ Date Received: _____

Applicable	Fee Types	Fee	Date Received (YYY/MM/DD)
Yes	Site Plan Application Fee	\$600 minor, \$1200 major <i>Minor – value of all work is less than \$50,000, Major – value of all work is more than \$50,000</i>	
	Third Party Servicing Review	\$1100 deposit, plus any additional costs (Actual cost reimbursement, Township can provide estimate based on application if requested) <i>On major projects only, unless recommended by the Development Advisory Committee</i> <i>*applicants are responsible to cover the full costs of Township of Warwick third party engineer fees. The costs may be greater than the initial deposit.</i>	
	New Entrance Permit	\$125	
	Water Connection Fees	Cost: \$500 for connection, plus frontage and hookup fees, if applicable	
	Sewer Connection Fees	Cost: \$500 for connection, plus frontage and hookup fees, if applicable	
	County of Lambton Plumbing/Septic Permit	Cost: Variable Fees due at the time of payment for building permit	
	Building Permit	See attached Schedule B	
	New Water Meter Fee	Water Meter 3/4" residential \$287.50 + HST Water Meter 3/4" (including backflow prevention) \$747.50 + HST Water Meter 1" farm (with backflow prevention, may be extra fees) \$862.50 + HST	

Applicable	Fee Types	Fee	Date Received (YYY/MM/DD)
Yes	Compliance letter from applicant's engineer stating actual site conditions comply with Site Plan Agreement	Applicable Engineer's fees	n/a paid to applicant's engineer
Yes	Legal Fees	Variable, based on lawyer's fees Cost to register site plan on title of property	n/a paid to applicant's legal representative
	Site Plan Deposit, <i>refunded when project is complete according to the site plan</i>	\$5,000 to \$10,000	
	Other:		

****Schedule A does not include costs incurred by third parties or costs for production of required details such as: grading plan, storm water calculations, etc.***

Schedule B – Township of Warwick Building Permit Fees

Building Permits	By-Law	Cost
Single Family Dwelling:		
New Residential dwellings with/without attached garage	75-2015	\$1,100
Attached garage (if built at different time than house)	75-2015	\$400
Detached residential accessory structures (garages, carports, sheds)	75-2015	\$300
Apartments and multiple housing	75-2015	\$1,050 plus \$300/unit
Additions and enlargements to existing dwellings	75-2015	\$300
Structural changes, alterations or repairs	75-2015	\$400
Fireplaces and other wood burning appliances	75-2015	\$200
Decks	75-2015	\$150
Agricultural Bldg. (pole barns, greenhouses and livestock barns)	75-2015	\$400
Grain Bins/Silos	75-2015	\$300
Manure Pits	75-2015	\$700
Commercial/Industrial/Institutional	75-2015	\$1,250
Restaurants	75-2015	\$975
Demolitions (farm buildings exempt)	75-2015	\$150
Building Relocations	75-2015	\$500
Renewal of abandoned /cancelled approved permit	75-2015	\$125
Inground and above ground swimming and/or pool fencing	75-2015	\$150
Change of Use	75-2015	\$300
Minimal Charge for other Permits	75-2015	\$150
No permit required for roofing, siding, shingling, eavestroughing or window replacements within existing window openings.	75-2015	
Wind Turbines	75-2015	\$14,000



TOWNSHIP OF WARWICK

6332 Nauvoo Road, R.R. #8, Watford, ON N0M 2S0

Township Office: (519) 849-3926 / 1-877-849-3926
Website: www.warwicktownship.ca

Works Department: (519) 849-3923
E-mail: info@warwicktownship.ca

ENTRANCE/CULVERT PERMIT APPLICATION

Name of Applicant: _____

Address: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Entrance Type: residential commercial agricultural

Address of Proposed Entrance: _____

_____ 3841-04 _____

Lot # Con. # Roll #
Entrance Specifications: Width: _____

Pipe Diameter: _____

Pipe Length: _____

Material: _____

Special Conditions: _____

FOR OFFICE USE ONLY

Site Visit Date: _____ Staff at Site Visit: _____

New Entrance Approved: Yes No Initials: _____

Comments: _____

Fee Received: Yes No

PERMIT #: _____