



# Instructions for Site Plan Approval Application

**PLEASE DETACH AND RETAIN THE FIRST THREE PAGES FOR FUTURE REFERENCE**

## BACKGROUND INFORMATION

This package pertains to an application for **SITE PLAN APPROVAL** pursuant to Section 41 of the *Planning Act*. Processing of the application will commence once a copy of the attached application is completed and submitted to the Township along with three (3) copies of the site plan submission package requirements listed within the application along with the required processing fee(s).

### Note:

- The application must be completed in metric units.
- The site plan must be prepared by a qualified professional such as a civil engineer, architect, landscape architect or land surveyor.
- The receipt of inaccurate or missing information will result in processing delays for this application.
- The Township may require additional information, studies and/or reports before approval is granted. The Township of Warwick reserves the right to determine what information is necessary to complete the application.
- The Township circulates all applications to the County of Lambton Building Services. Any application involving new or additions to buildings **must** include any proposed building footprints and Building Code Matrix for each building. This includes building subject to a change of use that require a Site Plan (or Site Plan Amendment).
- Applicants are responsible for the Township's costs to review the plans and develop the site plan agreement (ie: all engineering and solicitor's fees incurred by the Township will be invoiced to the applicant).
- The Township encourages Pre-consultation meetings for large scale projects **prior** to submission of an application to scope requirements. To arrange – please use the contact information below.
- Refund requests must be submitted in writing to the Township of Warwick Economic Development officer. Refunds are reviewed on a case-by-case basis and are not guaranteed.

## APPLICANT SUBMISSION

Applicants may submit the application, drawing and fee to:

Township of Warwick  
5280 Nauvoo Road, P.O. Box 10  
Watford, ON  
N0M 2S0

Township of Warwick Planning Department  
[planning@warwicktownship.ca](mailto:planning@warwicktownship.ca)



# Site Plan Approval APPLICATION

<b>SECTION 1</b>	
<b>APPLICANT: REGISTERED OWNER(S) OF SUBJECT LAND</b>	
Name:	
Address	
Town:	Postal Code:
Phone:	Email:
<b>AUTHORIZED AGENT (authorized by the owner to file the application, if applicable)</b>	
Name:	
Address:	
Town:	Postal Code:
Phone number:	Email:
<b>PROPERTY INFORMATION</b>	
<b>Street Address:</b>	
<b>Postal Code:</b>	<b>Assessment Roll Number:</b>
<b>Registered Plan Number:</b>	<b>Lot/Block Number:</b>
<b>Present use of Land:</b>	<b>Official Plan Designation:</b>
<b>Zoning of Subject Land:</b>	<b>Will the project require new or improved municipal servicing (sewer or water connections, new entrances, street access/entrances, etc.)?</b>
<b>Dimensions of Property:</b>	
<b>Frontage (m):</b>	
<b>Depth (m):</b>	
<b>Lot Area (sq. m):</b>	
<b>Legal description of lands subject of application:</b>	

<b>SECTION 2</b>		
<b>PROPERTY DEVELOPMENT</b>		
Does the Proposed Development include the demolition of existing buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the owner have an interest in the adjoining property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has an application been submitted for:		
Rezoning (Planning) <input type="checkbox"/> Yes <input type="checkbox"/> No                      Variance (Committee of Adjustment) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nature of proposed development:		
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Apartment <input type="checkbox"/> townhouse <input type="checkbox"/> Zero Lot line/SFD		
<b>LAND USE INFORMATION</b>		
<b>Measurement</b>	<b>Existing</b>	<b>Proposed</b>
Building Height (m)		
Gross Floor Area (m)		
Front Yard Depth (m)		
Side 1 Yard Depth (m)		
Side 2 Yard Depth (m)		
Rear Yard Depth (m)		
Number of Parking spaces		
Number of barrier-free parking spaces		
Number of loading spaces		

<b>TYPICAL INFORMATION REQUIRED (This list may change based on pre-consultation)</b>
<p>All submissions <b>must</b> include one (1) copy of materials in paper form (tabbed and notated) and 1 copy in digital format.</p> <p>Site plan drawing(s) that includes the following:</p> <ul style="list-style-type: none"> <li>- Property dimensions and street lines (abutting streets should be named); - Total property area including a legal survey;</li> <li>- Location, dimension and size of all existing and proposed main and accessory buildings and structures;</li> <li>- Proposed building footprint, including Building Code Matrix for each new or expanded building;</li> <li>- Location of front, side and rear yards;</li> </ul>

- Landscaping and other natural or man-made features (easements, railways, pipelines, watercourses, fences, etc.);
- Laneways, off-street parking and loading facilities and access thereto, including the dimension of spaces and aisles and surface treatment;
- Road widening and facilities to provide access to and from the land such as access ramps and curbing, traffic direction signs;
- Walkways, and walkway ramps, including floodlights on the land or of any buildings or structures;
- Vaults, central 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 wastewater from the land and from any buildings or structures thereon;
- All fire routes and hydrants must be clearly identified and dimensioned;
- Building footprint and Building Code matrix for each new or expanded building;
- Scale of site plan and north symbol.

#### Lot Grading Plan

- Show all grades and drainage for each lot, including building corner elevations, finished floor elevations and underside of footing elevations, ponding elevations at rear yard infrastructure, as well as an overall grading plan showing existing contours and drainage direction within and adjacent to the site;
- Landscaping and other natural or man-made features (easements, railways, pipelines, watercourses, etc.);
- Type of landscaping (tree/shrub name, quantity, and details) for both the site and any street (boulevard).

#### Road Profiles (if constructing new or extensions to existing roads)

- Plans and profile drawings (Scale 1:250 horizontal, 1:50 vertical) for each street to be constructed as well as any easements, rear yard infrastructure, servicing extensions, etc.

#### Storm Water Management Plan

- Stormwater management report;
- Storm drainage area plan and design sheet, including developed area and any lands tributary to the development area, calculations to support the runoff coefficient uses within the storm design, stormwater management facilities or low impact development systems;
- Stormwater management facility (stormwater management pond) drawings and details;
- Miscellaneous notes and details, including restoration details and outlet details;
- Cross-sections, including through the roadway, rear yard catch basins, swales, stormwater management facility, low impact development systems;
- Sediment and erosion control including related notes and details.

**Pre-consultation Minutes**

- Valid minutes from pre-consultation meeting with Planning team (that have not expired). If a pre-consultation is not held, the application may be delayed – meetings are highly encouraged for large scale projects.

Other supporting reports/materials that may be required include:

- Site Servicing report including water modelling;
- Geotechnical report;
- Hydrogeological report;
- Noise assessment or MDS calculations;
- Environmental assessment;
- Archaeological assessment; and
- Traffic Impact Study.

The list provided above is based on typical site plans. A **pre-consultation** with the Planning Team is highly encouraged to specifically scope the submission requirements.

Yes or No	Required for Project	Additional Information required if applicable
	New entrance(s) from roadway	New entrance permit (Schedule C of Application)
	Water/sewer connection	See Schedule A of Application
	New water meter	County of Lambton Building Permit
	Storm Water Pond Installation	Storm water calculations provided by certified engineer, fees for third-party review
	Other:	

**Attachments:** Please ensure your submissions are in accordance with what was identified on your record of Site Plan Construction. **Note:** Depending on requirements, more information may be requested before the Site Plan Application is processed.

**MUNICIPAL COSTS**

The Township of Warwick may incur expenses associated with obtaining outside legal, engineering, planning review or assistance from its consultants relating to your application. Any expenses incurred by the Township relating to this application are the responsibility of you, (the owner) for payment and any/all bills associated with this will be forwarded to you.

I, \_\_\_\_\_ (owner) acknowledge and agree to pay all associated expenses the Township of Warwick incurs as outlined above.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**AGENT AUTHORIZATION** – Please complete the authorization for an agent to act on behalf of the owner of the subject land.

I, \_\_\_\_\_ (name), being the owner of the property described in Section 1 of this application for zoning by-law amendment, hereby authorize \_\_\_\_\_ (Agent) to act as my agent in matters related to this application for Zoning By-law Amendment.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner Signature

**STATUTORY DECLARATION**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_, hereby declare that the information provided in this application as required under Section 53 of the Planning Act and Ontario Regulation 545/06 is true, AND I make this solemn declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under Oath.

Declared before me at the Township of Warwick, in the County of Lambton this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner/Applicant

\_\_\_\_\_  
Commissioner of Oath

**SCHEDULE A – SITE PLAN APPROVAL FEE GUIDE – FOR OFFICE USE ONLY**

<b>Applicable</b>	<b>Fee Type</b>	<b>Fee</b>	<b>Date Received (YYYY/MM/DD)</b>
YES	Site Plan Application Fee	\$600 minor – project cost under \$50,000 \$1200 major – project cost over \$50,000	
YES	Site Plan Deposit, refunded when project is complete according to the site plan	70% of cost estimate for works on <b>municipal property</b> . 20% of cost estimate for works on <b>private property</b> .	
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
YES	Third Party Servicing Review	\$2500 deposit, plus any additional costs (Actual cost reimbursement, Township can provide estimate based on application if requested) Major projects only, unless requested by the Development Advisory Committee	
	Road Occupancy	\$150	
	New Entrance Permit	\$150	
	Water Connection Fees	\$500 for connection, plus frontage and hookup fees, if applicable	
	Sewer Connection Fees	\$500 for connection, plus frontage and hookup fees, if applicable	
	County of Lambton Plumbing/Septic Permit	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	

Applicable	Fee Type	Fee	Date Received (YYYY/MM/DD)
		backflow prevention) \$747.50 + HST Water Meter 1" farm (with backflow prevention, may be extra fees) \$862.50 + HST	

**\*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.**