



**Haldimand**  
County

# Application for Site Plan Approval

**NOTE:** All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link:

<https://portal.haldimandcounty.on.ca/cityviewportal>

An incomplete or improperly prepared application may not be accepted and could result in processing delays.

### For Office Use Only

File No. **PLSP-HA-2025-**\_\_\_\_\_

Roll No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Received \_\_\_\_\_

Sign Issued \_\_\_\_\_

Planner's Initials \_\_\_\_\_

## A. APPLICANT INFORMATION

1. Owner (s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

E-Mail \_\_\_\_\_

Please specify to whom all communications should be sent:  Owner  Agent

## B. LOCATION/LEGAL DESCRIPTION OF PROPERTY

Geographic Township \_\_\_\_\_ Urban Area/Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_



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## C. PURPOSE OF APPLICATION

1. Please explain what you propose to do on the land/premises:

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<i>Site Information</i>		
	<i>Existing</i>	<i>Proposed</i>
Zoning		
Lot Frontage (metres)		
Lot Depth (metres)		
Lot Width (metres)		
Lot Area (square metres)		
Lot Coverage (%)		
Front Yard (metres)		
Rear Yard (metres)		
Interior Side Yard (Left) (metres)		
Interior Side Yard (Right) (metres)		
Exterior Side Yard (Corner lot) (metres)		
Landscaped Open Space (%)		
Access Width (Entrance & exit) (metres)		
Type & size of fencing or screening		



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<b>Building Size</b>		
	<i>Existing</i>	<i>Proposed</i>
Number of Storeys		
Building Height (metres)		
Total Ground Floor Area (square metres)		
Total Gross Floor Area (square metres)		
Total Useable Floor Area (square metres)		

<b>Off-Street Parking &amp; Loading Facilities</b>		
	<i>Existing</i>	<i>Proposed</i>
Number of Off-street parking spaces		
Number of Visitor Parking spaces		
Number of Accessible Parking Spaces		
Number of Off-street loading facilities		

**2. Multiple Residential Uses (If applicable):**

i. Number of buildings proposed \_\_\_\_\_

ii. Total number of visitor parking spaces \_\_\_\_\_

iii. Playground Area (%) \_\_\_\_\_

iv. Conversion or addition to existing building?  Yes  No

If yes, please describe \_\_\_\_\_



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Type	Number of Units	Floor Area Per Unit (sq. m.)
Bachelor		
One Bedroom		
Two Bedroom		
Three Bedroom		
Group Townhouse		
Street Townhouse		
Other facilities provided (e.g. play facilities, underground parking, games room, swimming pool, etc.)		
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### 3. Commercial/Industrial Uses (If Applicable):

i. Number of EXISTING buildings \_\_\_\_\_

ii. Number of PROPOSED buildings \_\_\_\_\_

iii. Conversion or addition to EXISTING buildings?  Yes  No

If yes, describe the proposed change(s) \_\_\_\_\_

\_\_\_\_\_

iv. Gross floor area by type of use (e.g. office, retail, storage, etc.) in square metres:

\_\_\_\_\_

\_\_\_\_\_



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v. Seating capacity (for assembly halls, etc.) \_\_\_\_\_

vi. Total number of fixed seats \_\_\_\_\_

vii. Describe the type of business(es) proposed \_\_\_\_\_

viii. Total number of staff proposed a) Initially \_\_\_\_\_ b) In 5 years \_\_\_\_\_

ix. Maximum number of staff on the largest shift \_\_\_\_\_

x. Open storage required? Yes No

xi. If residential use proposed as part of, or accessory to commercial/industrial use, describe:

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#### 4. Institutional Uses (If applicable):

i. Describe the type of use proposed \_\_\_\_\_

ii. Seating capacity (if applicable) \_\_\_\_\_

iii. Number of beds (if applicable) \_\_\_\_\_

iv. Total number of staff proposed a) Initially \_\_\_\_\_ b) In 5 years \_\_\_\_\_

v. Maximum number of staff on the largest shift \_\_\_\_\_

vi. Gross floor area by type of use (e.g. office, services, storage, etc.)

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#### 5. Recreational or Other Uses:

Describe the use(s) \_\_\_\_\_



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## D. SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION

In order for your application to be considered complete, the following must be included as part of this application (***all figures must be provided in bold numerals, black ink, and metric units***):

1. Site Plan. The minimum requirements for acceptance of a site plan application are as follows:

<input type="checkbox"/>	
<input type="checkbox"/>	Key plan
<input type="checkbox"/>	Agent's or applicant's name, address, telephone, fax number and e-mail address
<input type="checkbox"/>	Project name, drawing date and revision number
<input type="checkbox"/>	Municipal address and legal description
<input type="checkbox"/>	Scale and north arrow
<input type="checkbox"/>	All dimensions of the property
<input type="checkbox"/>	Dimensions of all buildings and structures
<input type="checkbox"/>	All building setbacks (in metres)
<input type="checkbox"/>	Names of adjacent streets
<input type="checkbox"/>	Vehicular entrances (widths and radii)
<input type="checkbox"/>	Location, dimensions, number of parking spaces (including visitor and accessible spaces) and aisles
<input type="checkbox"/>	Refuse disposal and storage areas including any related screening
<input type="checkbox"/>	Location of winter snow storage
<input type="checkbox"/>	Landscape areas with dimensions
<input type="checkbox"/>	Size, type and location of all signs, fencing, screening, buffering and lighting
<input type="checkbox"/>	Building entrances and grades
<input type="checkbox"/>	Existing and proposed easements
<input type="checkbox"/>	All hard surface materials



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<input type="checkbox"/>	The location, size and distances to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the subject lands
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2. Application fee (see Fee Schedule at page 10).
3. Conservation Authority fee, if applicable (Information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority: [www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca); Grand River Conservation Authority: [www.grandriver.ca](http://www.grandriver.ca); and Long Point Region Conservation Authority: [www.lprca.on.ca](http://www.lprca.on.ca)).
4. Any other information required pre-consultation meeting or staff.
5. In addition to the above, the following information may also be required prior to site plan approval:
  - i. Site and building statistics schedule – this schedule includes, but is not limited to the following:
    - a) Lot coverage percentage
    - b) Floor area ratio
    - c) Gross, ground and useable floor area
    - d) Parking space totals – required and provided
  - ii. Existing and proposed grades around perimeter and within site (3 copies)
  - iii. Stormwater management plans prepared by a qualified consultant (3 copies)
  - iv. Site servicing plans (3 copies)
    - v. Elevations of proposed buildings
  - vi. Professional stamp

**Note:** In case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

### **E. SITE PLAN AGREEMENTS**

Site plan agreements may be required for some developments prior to site plan approval. Should this be necessary for this development, an additional fee will be required for the preparation, administration and registration of agreements.



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## **F. COLLECTION OF PERSONAL INFORMATION**

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County's Planning and Development Division at 905-318-5932 ext. 6209 or [planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca).

## **G. DECLARATION**

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

## **H. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

### **AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this site plan application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Acknowledgement of Owner(s) Authorization

\_\_\_\_\_

Signature (s)

\_\_\_\_\_

Date





**I. SCHEDULE OF FEES**

**Notes:**

1. Please make cheques for application fee payable to Haldimand County.
2. A separate cheque payable to the relevant Conservation Authority is also required for applications that fall within that Conservation Authority’s watershed.

<i><b>Fee Category</b></i>	<i><b>Fee (\$)</b></i>
A. Site Plan Approval: i) Major Application*	8,873.00
ii) Minor Application**	4223.00
B. Site Plan Amendment: i) Major Application*	4223.00
ii) Minor Application**	2025.00
C. Building Review Fee - Sewage System Assessment (applicable only to properties without municipal water/sewer)	372.00
D. Site Plan Agreement: i) Preparation Fee (including first two revisions)	5,796.00
ii) Administration Fee	954.00
iii) Review Fee (each additional revision)	1,309.00
E. Conservation Authorities’ Fee:	For lands located within Conservation Authorities’ (Niagara Peninsula Conservation Authority, Grand River Conservation Authority, or Long Point Region Conservation Authority) watersheds, please contact planning staff, or refer to the Zoning By-law Interactive Map via the County’s website.
F. Application Recirculation (to agencies) Fee	188.00

\* *Major Application: An application relating to circumstances that are complex and require extensive staff review, and involve the submission of various planning justification and technical reports and plans to support the application*

\*\* *Minor Application: An application relating to circumstances that are simple and require minimal staff review, and involve the submission of minimal plans to support the application.*



#### **J. SUBMISSION OF COMPLETE APPLICATION/FOR MORE INFORMATION**

For submitting a complete application, getting additional information or assistance in completing this application, please contact a Planner. In case reference to Haldimand County maps is required to complete the application, they are available at the County website: [www.haldimandcounty.ca](http://www.haldimandcounty.ca). Complete applications can be submitted at the following office Monday to Friday between 8:30 am and 4:30 pm:

Haldimand County Planning and  
Development Division  
53 Thorburn Street South  
Cayuga ON N0A 1E0  
Phone: (905)-318-5932