



## SITE PLAN APPLICATION FORM

### FOR OFFICE USE ONLY

FILE #: \_\_\_\_\_ DATE ACCEPTED: \_\_\_\_\_

RELATED FILES: \_\_\_\_\_

The undersigned hereby requests the City of Woodstock to consider a Site Plan Control application pursuant to Section 41, Planning Act, R.S.O. 1990 as amended, on the lands hereinafter described.

**All the requested information, listed below, must be provided in order that a complete application can be reviewed.**

### PART 1 – GENERAL INFORMATION

#### 1.1. Registered Owner

Site plan applications require an agreement between the owner of the land(s) and the City of Woodstock. You must accurately identify the legal property owner as described on Title to the lands affected by this proposal.

Name: \_\_\_\_\_

If Company, Identify Principal(s) \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Business #: \_\_\_\_\_

#### 1.2. Applicant / Agent (If other than registered owner)

Name: \_\_\_\_\_

If Company, Identify Principal(s) \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Business #: \_\_\_\_\_

All communication will be sent to those listed above. If you **do not** wish correspondence to be sent to the owner or applicant/agent, please specify by checking the appropriate box.

Owner

Applicant/Agent

**Note: if this application is signed by an applicant/agent on behalf of an owner, the owner's written authorization must accompany the application (see page 5). If the applicant is a corporation acting without an agent, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.**

**1.3. Location of Subject Site – Legal Description**

Lot(s) #: \_\_\_\_\_ Registered Plan #: \_\_\_\_\_ and/or

Lot/Block #: \_\_\_\_\_ Reference Plan #: \_\_\_\_\_ and/or

Lot(s): \_\_\_\_\_ Concession #: \_\_\_\_\_ and/or

Former Township: \_\_\_\_\_

Municipal / Street Address (If any) \_\_\_\_\_

**1.4. Are there any Easements, Right-of-way, or Restrictive Covenants that affect the Subject Lands?**

Yes

No

If **yes**, describe the purposed/effect and identify the name and address of the person/ group/ company who benefit from the easement, right-of-way, or covenant:

\_\_\_\_\_  
\_\_\_\_\_

**1.5. Have there been any previous Site Plan or Development Agreements registered against these lands?**

Yes

No

If **yes**, describe the year, file number (if known) and particulars:

\_\_\_\_\_  
\_\_\_\_\_

**1.6. Do the Subject Lands front onto a County Road?**

Yes

No

If **yes**, please contact the County Public Works Department to obtain information on entrance requirements at 519-539-9800 ext. 3131.

**2. PART 2 – LAND USE INFORMATION**

**2.1. Present Use(s) of the Subject Site:** Indicate if Vacant:  Yes  No

\_\_\_\_\_  
\_\_\_\_\_

**2.2. Nature of Proposed Development or Use:**

Commercial  Industrial  Residential  Office  Institutional

Other (Please specify below)

\_\_\_\_\_  
\_\_\_\_\_

- 2.3. Does the proposed development include the Demolition of Existing Buildings or Parts of Buildings?  
 Yes  No
- 2.4. Is the proposed an addition to an Existing Building?  
 Yes  No
- 2.5. Are any of the Building(s) designated as being Historical and/or Historically Significant?  
 Yes  No
- 2.6. Zone Bylaw – Applicable Zone(s) \_\_\_\_\_  
*Example: Special Highway Commercial (C4-12)*

### 3. PART 3 – PREVIOUS USES

- 3.1. Has there been an Industrial or Commercial Use on the Subject Lands or adjacent Lands?  
 Yes  No  Unknown
- 3.2. Has the grading of the Subject Land been changed by adding Earth or other Material?  
 Yes  No  Unknown
- 3.3. Has a Gas Station been located on the Subject Land or Land adjacent to the Subject Land at any time?  
 Yes  No  Unknown
- 3.4. Has there been Petroleum or other Fuel stored on the Subject Land or Land adjacent to the Subject Land?  
 Yes  No  Unknown
- 3.5. Is there a reason to believe the Subject Land may have been Contaminated by Former Uses on the Site or adjacent sites?  
 Yes  No  Unknown
- 3.6. Has the Land ever been subject to an Environmental Order such as a Control, Stop, Preventative, Clean-up, or Prohibition Order?  
 Yes  No  Unknown

**3.7. Have you ever been advised formally, or informally, by the Minister of Environment and Energy or another source that the property is or may be contaminated?**

Yes                       No                       Unknown

**Note: If yes, has been answered to any of the above questions, a previous use inventory is needed, showing all former uses of the subject lands, or if appropriate, the adjacent land.**

**3.8. What information did you use to determine the answers to the above questions?**

\_\_\_\_\_

\_\_\_\_\_

**4. PART 4 – SITE DEVELOPMENT DATA**

**Note: The following information is required to facilitate the plan review. Consult with the City Engineering Department, or City Planner, if necessary.**

**4.1. Zone Regulations (*Please specify whether dimensions are imperial or metric*)**

**ZONE:** \_\_\_\_\_

<b>ZONE REGULATIONS</b>	<b>REQUIRED</b>	<b>PROPOSED</b>
Frontage (minimum)		
Area (minimum)		
Coverage (%) (maximum)		
Front Yard Setback (minimum)		
Rear Yard Setback (minimum)		
Interior Side Yard Setback (minimum)		
Exterior Side Yard Setback (minimum)		
Arterial Road Setback-Front Yard (minimum)		
Arterial Road Setback-Exterior Side Yard (minimum)		
Landscaped Open Space (%)		
Building Height (Maximum)		
Gross Floor Area (Maximum)		
Parking – Onsite Spaces		
Parking – Loading Space(s)		
Other – Specify:		

**4.2. Additional Information – The following subsections must be completed for each specific use.**

**A. Multi-Family Residential Uses**

- Dwelling Unit Information

TYPE	NUMBER	FLOOR AREA (m <sup>2</sup> / ft <sup>2</sup> )
Bachelor		
One Bedroom		
Two Bedroom		
Three Bedroom		

- Other Facilities Provided (Play Area/Facilities, Underground Parking, Swimming Pool, etc.)

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**B. Commercial & Industrial Uses (If residential use is also proposed, complete Part A above)**

- Seating Capacity (for restaurants, assembly halls, etc.) \_\_\_\_\_
- Open storage proposed/required?     Yes     No
- Anticipated fire flows and/or process flow usage \_\_\_\_\_     Not known
- Do you anticipate any conflicts with the Sewer Use Bylaw #2719-87 (see attached)  
 Yes                       No                       Not Known

**C. Institutional Uses**

- If uses contains a residential component, number of beds proposed. \_\_\_\_\_

**D. Other Uses – Please provide detailed below:**

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**5. PART 5 – AUTHORIZATION / DECLARATION**

**AUTHORIZATION OF OWNER(S) FOR APPLICANT/AGENT TO MAKE THE APPLICATION**

I/We, \_\_\_\_\_,  
(must be the name(s) of individual(s) proving authorization, and must NOT be a company name)

am/are the owner(s) of the land that is subject of this application for Site Plan, and I/We authorize

\_\_\_\_\_  
(must be the name(s) of the individual(s) signing the application, and must NOT be a company name)

to make this application on my/our behalf.

\_\_\_\_\_  
**SIGNATURE OF OWNER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER**

\_\_\_\_\_  
**DATE**

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I/We \_\_\_\_\_, of the \_\_\_\_\_

of \_\_\_\_\_, in the \_\_\_\_\_, of \_\_\_\_\_

**DO SOLEMNLY DECLARE THAT**

**ALL THE STATEMENTS CONTAINED IN THIS APPLICATION FOR SITE PLAN CONTROL ARE TRUE AND 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 AND BY VIRTUE OF THE CANADA EVIDENCE ACT.**

**DECLARED** Before me at the \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_

of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**OWNER/APPLICANT**

\_\_\_\_\_  
**COMMISSIONER FOR TAKING AFFIDAVITS**

\_\_\_\_\_  
**OWNER/APPLICANT**

## SITE PLAN SUBMISSION CHECKLIST

To view the full Site Plan Submission Guidelines, please visit:

<https://www.oxfordcounty.ca/en/services-for-you/resources/Community-Planning/WDSK/App-Forms/Site-Plan-Submission-Guidelines.pdf>

### **PLEASE ENDURE ALL BOXES ARE CHECKED BEFORE SUBMITTING YOUR APPLICATION**

#### **1. SITE PLAN APPLICATION FORM – Filled out entirely.**

- Name on application is as it appears on title to the property.
- If the owner is a company, the owner's name is listed as well as the company name.
- Form is signed and commissioned.
- Authorization of owner to applicant is complete (See Section 3, below)

#### **2. FEE – Cash or Cheque payable to County of Oxford**

- New site plan application fee \$750 + \$500 Public Works review fee, totaling \$1,250 OR
- Amendment to previous site plan \$500 + \$250 Public Works review fee, totaling \$750.

#### **3. AUTHORIZATION FORM (Application Section 5)**

**Required only if someone other than the owner is making the application.**

- Company names may NOT be used to provide authorization and must include the individual's name that is providing the authorization on behalf of the company. Also, you cannot provide authorization to a company, you must specify a specific person with the organization.

#### **4. DRAWINGS – MUST BE FOLDED**

**Rolled plans will NOT be accepted, and may be returned, potentially delaying your application.**

- One 11" x 17" full drawing set
- Digital submission of detailed drawing set
- Four (4) full-sized (24" x 36") copies of the detailed drawing sets including:
  - Site Plan x 4
  - Landscape Plan x 4
  - Utility, Grading & Servicing Plan x 4
  - Elevation Plan x 4
  - Studies & Reports x 4