



# SITE PLAN APPLICATION FORM

For Office Use Only :

FILE NUMBER: \_\_\_\_\_ 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 OF 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: \_\_\_\_\_ PHONE: RESIDENCE: \_\_\_\_\_

IF COMPANY, IDENTIFY PRINCIPAL(S) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### 1.2 APPLICANT/AGENT (IF OTHER THAN REGISTERED OWNER):

NAME: \_\_\_\_\_ PHONE: RESIDENCE: \_\_\_\_\_

IF COMPANY, IDENTIFY PRINCIPAL(S) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ALL COMMUNICATIONS WILL BE SENT TO THOSE LISTED ABOVE. **IF YOU DO NOT WISH CORRESPONDENCE TO BE SENT TO THE**  
\_\_\_\_\_ OWNER \_\_\_\_\_ APPLICANT/AGENT

PLEASE SPECIFY BY CHECKING THE APPROPRIATE BOX.

**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 APPLICATION IS A CORPORATION ACTING WITHOUT AN AGENT, THE APPLICATION MUST BE SIGNED BY AN OFFICER OF THE CORPORATION AND CORPORATION'S SEAL (IF ANY) MUST BE AFFIXED.**

### 1.3 LOCATION OF SUBJECT SITE: LEGAL DESCRIPTION

LOT(S) No. \_\_\_\_\_ REGISTERED PLAN No. \_\_\_\_\_ AND/OR

LOT / BLOCK No. \_\_\_\_\_ REFERENCE PLAN No. \_\_\_\_\_ AND/OR

LOT(S) \_\_\_\_\_ CONCESSION \_\_\_\_\_ AND/OR

FORMER TOWNSHIP \_\_\_\_\_

MUNICIPAL / STREET ADDRESS (IF ANY) \_\_\_\_\_



1.4 ARE THERE ANY EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIVE COVENANTS THAT AFFECT THE SUBJECT LANDS?

YES \_\_\_ NO \_\_\_

IF YES, DESCRIBE THE PURPOSE/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 [PUBLICWORKSDEVELOPMENT@OXFORDCOUNTY.CA](mailto:PUBLICWORKSDEVELOPMENT@OXFORDCOUNTY.CA) OR 519-539-9800, EXT 3900.

**PART 2 – LAND USE INFORMATION**

2.1 PRESENT USE(S) OF SUBJECT SITE: INDICATE IF VACANT YES \_\_\_ NO \_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.2 NATURE OF PROPOSED DEVELOPMENT OR USE:

\_\_\_ COMMERCIAL      \_\_\_ INDUSTRIAL      \_\_\_ RESIDENTIAL  
\_\_\_ OFFICE            \_\_\_ INSTITUTIONAL      \_\_\_ OTHER (PLEASE SPECIFY BELOW)

Use(s) \_\_\_\_\_

\_\_\_\_\_

2.3 DOES THE PROPOSED DEVELOPMENT INCLUDE THE DEMOLITION OF EXISTING BUILDINGS OR PARTS OF BUILDINGS?

YES \_\_\_ NO \_\_\_

2.4 IS THE PROPOSAL AN ADDITION TO AN EXISTING BUILDING?

YES \_\_\_ NO \_\_\_

2.5 ARE ANY OF THE BUILDINGS DESIGNATED AS BEING HISTORICAL AND/OR HISTORICALLY SIGNIFICANT?

YES \_\_\_ NO \_\_\_

2.6 ZONING BY-LAW APPLICABLE ZONE(S) \_\_\_\_\_  
[FOR EXAMPLE – SPECIAL HIGHWAY COMMERCIAL (C4-12)]

**PART 3 – PREVIOUS USES**

3.1 HAS THERE BEEN AN INDUSTRIAL OR COMMERCIAL USE ON THE SUBJECT LAND 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 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 OF 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 MINISTRY 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 LAND, OR IF APPROPRIATE, THE ADJACENT LAND.

REPORT ATTACHED: YES \_\_\_ NO \_\_\_

3.8 WHAT INFORMATION DID YOU USE TO DETERMINE THE ANSWERS TO THE ABOVE QUESTIONS?

Two horizontal lines for text input.

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: \_\_\_\_\_

Table with 3 columns: ZONE REGULATION, REQUIRED, PROPOSED. Rows include FRONTAGE (MINIMUM), AREA (MINIMUM), DEPTH (MINIMUM), COVERAGE (%) - MAXIMUM, FRONT YARD SETBACK (MINIMUM), REAR YARD SETBACK (MINIMUM), INTERIOR SIDE YARD SETBACK (MIN.), EXTERIOR SIDE YARD SETBACK (MIN.).





**PART 5 – AUTHORIZATION / DECLARATION**

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

I/WE, \_\_\_\_\_, AM/ARE THE OWNER(S) OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR SITE PLAN AND I/WE AUTHORIZE \_\_\_\_\_, TO MAKE THIS APPLICATION ON MY/OUR BEHALF.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER(S)

\_\_\_\_\_

**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 OF 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

\_\_\_\_\_  
A COMMISSIONER FOR TAKING AFFIDAVITS



## **SITE PLAN SUBMISSION CHECK LIST**

(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 ENSURE 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 \$2,500.00 + \$2,600.00 Public Works review fee, totaling **\$5,100.00**

**OR**

- Amendment to a previous site plan \$850.00 + \$1,550.00 Public Works review fee, totaling **\$2,400.00**

**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 within 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 inch) copies of the detailed drawing sets including:
  - Site Plan x4
  - Landscape Plan x4
  - Utility, Grading & Servicing Plan x4
  - Elevation Plan x4
  - Studies & Reports x4