



2025 SITE PLAN APPLICATION

****FOR OFFICE USE ONLY****

Date Received:	Date Accepted:	Fee Paid:	File Number:

INSTRUCTIONS

Pre-Consultation

Consultation with Township Staff and External Government Agencies prior to the submission of a formal application is strongly encouraged to determine submission requirements. Please review the Pre-Consultation Application Form at the following link: <https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx>

Early consultation with neighbours is encouraged to identify and/or resolve potential concerns.

Type of Site Plan Application and 2025 Application Fees

Please see Township Fee By-law for details. The following is a summary of application fees.

Type of Application	Fee
Institutional and Industrial	\$5,500.00
Commercial or Mixed Use	\$9,000.00
Multiple Residential	\$9,000.00
Exemption from Site Plan Control	\$1,500.00
Amendment to Existing Site Plan Agreement	\$2,900.00
Refundable Deposits/Additional Fees	
Site Plan Peer Review – Commercial, Mixed Use, Multiple Residential (Refundable Deposit)	\$10,000
Site Plan Peer Review – Institutional / Industrial (Refundable Deposit)	\$6,200
Cultural Heritage Impact Assessment (Refundable Deposit)	\$6,200
Submission of a Cultural Heritage Impact Assessment	\$900
Recirculation of File (3 rd and additional)	\$840
Administration of Executed Site Plan Control Agreement	\$98.90/hr
Inspection Fees	\$1,800

Additional financial payments and costs may be required through the processing of an application, including, but not limited to, recirculation of applications, peer review of materials and/or information, agreements and associated fees. Fees and payments such as development charges, payment of outstanding taxes, securities, gratuitous conveyance of land for road widening, and Ontario Land Tribunal appeals may be required. Please review the Township Fee Schedule By-law for more information.

It may be determined during the review of the formal application submission that technical studies and/or information are required as a result of issues arising during the processing of the



application. The applicant will be required to provide all technical studies and necessary information in addition to peer review fees as part of the application at their expense.

Submission Checklist for Application

- ☐ Pre-Consultation (If Completed)
- ☐ Digital copy of cover letter outlining the project background and the details of the proposed development
- ☐ Township of North Dumfries Application Fees
- ☐ Other Agency Fees may also be required, please contact planning@northdumfries.ca to confirm and for more details.
- ☐ Digital copy of Original Application Form with original signature(s).
 - ☐ Agent Authorization
 - ☐ Affidavit or sworn declaration by the applicant
 - ☐ Region of Waterloo Environmental Site Screening Questionnaire.
- ☐ Digital copy of Notice of Source Water Protection Plan Compliance
<https://taps.regionofwaterloo.ca/Html5Viewer/index.html?viewer=taps/>
- ☐ Drawings/Reports:

Drawings/Reports/Documents (All drawings, reports, and documents to be provided in digital PDF format)	Checklist
Site Plan Application	
Site Plan and Site Plan Details	
Topographical and/or Legal Survey	
Landscape Plan and Details (use of non-invasive and native species)	
Tree Inventory and Preservation Plan	
Engineering Drawings: Site Servicing Plan, Site Grading Plan, Sediment and Erosion Control Plan	
Engineering Reports: Stormwater, Functional Servicing	
Lighting Plan/ Photometric Plan	
Elevations with exterior colours, materials, architectural features Coloured Renderings if required	
Queuing Plan, Pavement Marking/ Signage Plan, Truck Turning Plan	
Traffic Impact Study if required	
Other studies/reports identified during pre-consultation E.g. Geotechnical, hydrogeological, environmental impact study, urban design brief	
Additional Drawings/Reports/Documents required based on site location (additional permits may be required directly from agencies listed below, please check with applicable agency)	Checklist
If site is within or adjacent to an area regulated by GRCA	
If site is within 300 m of CP Rail lands	
If site abuts MTO corridor (including on-off ramps)	
If site abuts or is within 30 m of a utility corridor (Pipeline, Union Gas)	



MINIMUM DRAWING REQUIREMENTS

SITE PLAN (clearly show what is existing and what is proposed)

- ☐ Key Map showing the location of the property
- ☐ Indicate scale, north arrow, and legend.
- ☐ Boundaries and dimensions (frontage, depth and area) of the subject land
- ☐ Location, size and type of all existing and proposed buildings and structures on the subject land and the location of all facilities and works to be provided, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines
- ☐ Finished floor elevations of buildings
- ☐ Location, height, type and detail of all proposed fencing and curbing
- ☐ Location of all existing and proposed poles, transformers, hydrants and sidewalks on the site and on public lands abutting the site, location of all site lighting
- ☐ Location, widths and names of the existing streets or roads that abut the subject land, indicating whether an unopened road allowance, a public road, a private road or a right-of-way. Include any proposed widening of highways that abut the land (to be determined in discussion with road authority)
- ☐ Closest fire hydrant or fire tank (state whether existing or proposed)
- ☐ Designated fire routes with the notation "fire route to be posted and designated under municipal by-law" (to be minimum 6.0 m wide with minimum 12 centerline turning radius, maximum 8% slope)
- ☐ State whether the building is to be sprinklered or not sprinklered, show location of fire department connections (standpipe, Siamese)
- ☐ Access ramps, driveways, etc. with widths, curve radii, medians, curbs, steps, etc. indicated and the proposed direction of traffic flow, where applicable
- ☐ Queuing, pavement markings and signage
- ☐ Walkways and walkway ramps and all other means of pedestrian access and barrier free access including stairs and building entrances
- ☐ Amenity areas
- ☐ Location and size of proposed parking area(s) and stalls, with dimensions and proposed surface marked thereon
- ☐ Natural and artificial features (existing and proposed) such as pipelines, watercourses, drainage, ditches, swamps, and wooded area within or adjacent to the subject lands as well as the location of any septic tank, tile bed or well
- ☐ Any rights-of-way or easements, including easements conveyed to the Municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Municipality thereof on the land
- ☐ Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material (including oil/grit interceptors, drywells)
- ☐ Snow storage areas

GRADING/ SERVICE DRAWINGS (clearly distinguish existing and proposed features)

- ☐ Existing and proposed grade elevations (referenced to Benchmark elevation)
- ☐ Existing services (storm, water, sanitary)
- ☐ Location, size and depth of cover of storm, water and sanitary services
- ☐ Statement if existing services are to be used or if services are proposed



- ☐ Direction of surface drainage flow through use of drainage arrows
- ☐ Proposed and existing structures and buildings
- ☐ If catch basins are to be used, show proposed storm sewer hook-ups and storm laterals size and location, catch basin rim elevation
- ☐ If stormwater management design is required, state maximum detention time of pond, maximum flow and maximum storage volume of a 5- and 100-year return period storm
- ☐ Existing and proposed driveway entrances and curbs
- ☐ Types of surfacing (e.g. sod, gravel, asphalt)
- ☐ Relative street grade elevations fronting site, property lines
- ☐ Swales and drainage ditches (indicate slope and side slopes and, include cross sections)
- ☐ Elevations of individual internal driveways where a depressed driveway may exist
- ☐ NOTE: drainage must remain internal to the site unless otherwise approved by the Township
- ☐ Manholes
- ☐ Location of closest fire hydrant (existing and proposed)
- ☐ Location of existing and proposed Siamese or standpipe connection
- ☐ Hydro poles and transformers
- ☐ Invert of storm, sewer and water laterals at point of connection
- ☐ Location of existing and proposed easements and rights of way, road dedication/ widenings
- ☐ Location of any lands to be dedicated for public purposes
- ☐ Site lighting

LANDSCAPE PLAN (clearly show what is existing and what is proposed)

- ☐ Existing and proposed buildings
- ☐ Existing vegetation, vegetation to be removed, proposed vegetation
- ☐ Plant list showing key, number of plants, botanical and common names and plant size at installation date (non-invasive native species to be used)
- ☐ Outdoor lighting
- ☐ Details of play equipment, site furniture etc.
- ☐ Existing and proposed curbing, sidewalks, and hard surface areas
- ☐ Height and type of proposed and existing retaining walls and fencing

ELEVATION AND CROSS SECTION DRAWINGS

- ☐ Drawing(s) showing plan, elevation and cross-section views for each building to be erected, sufficient to display:
 - a) the massing and conceptual design of the proposed building
 - b) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access
 - c) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings
 - d) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design; in this regard a materials legend of building materials and colours should be provided in addition to a coloured rendering



Procedure

The procedure to process a Site Plan Application is as follows:

- Planning staff review the application for its completeness and accuracy. Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies. Once the application is reviewed for completeness, an Invoice for payment will be issued by Staff to the applicant for payment. Please do not submit payment before Staff have had an opportunity to review the application for completeness.
- The application will be circulated to other departments and agencies once the application is deemed complete.
- Township and agency comments will be provided to the applicant as they are received. Once all comments are received, the applicant is responsible for updating the drawings, plans and reports as per the agency comments. The applicant must provide: a cover letter outlining in table format each agency comment and how they have been addressed, the required number of paper copies of all plans/ drawings, and a digital copy of all plans and drawings
- All site plans must be approved by Council. Once the site plan has been cleared by Township Departments and External Agencies, a staff recommendation report will be prepared for the Committee of the Whole of Council.
- If approved, a Site Plan Agreement must be entered into and registered on title. The posting of securities will be required in an amount equal to 50% of the cost of site works up to a maximum of \$50,000 and a minimum of \$1,000 presented in a format acceptable to the Township. Cost estimates may be required.
- A Certificate issued by a qualified consultant will be required prior to the Township releasing the security deposit. An engineering consultant's certificate is required on grading, servicing, drainage and stormwater management. The applicant is responsible for requesting a final inspection and the release of the security deposit.

Release of Public Information

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Township photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant.



2025 SITE PLAN APPLICATION FORM

Date of Application

PART A – SITE ADDRESS AND LEGAL DESCRIPTION

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

PART B – APPLICANT INFORMATION

	Name and Address		Phone / E-mail	
Registered Owner	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Applicant/ Agent	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Mortgagees, Holders of Charges or Other Encumbrances	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Solicitor if Applicable	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			



Are there any easements or restrictive covenants affecting the subject land?

If yes, describe it and its effect.

Identify when the subject lands were acquired by the current owner:

Identify any interests for lands which are adjoining or adjacent to the subject land(s) that form part of this application. Identify the address, location, and area of adjacent lands:

PART C – DESCRIPTION OF DEVELOPMENT PROPOSAL

Describe in detail the purpose of the proposed Site Plan:



Please provide the following information:

Criteria	Description (Metric Units)
Township Official Plan Designation(s)	
Current Zoning Classification including Site- Specific Exemption if applicable	
Lot Width	
Lot Depth	
Lot Area	
Type of vehicle access	<input type="checkbox"/> provincial highway <input type="checkbox"/> municipal road <input type="checkbox"/> another public road or right of way <input type="checkbox"/> water access
Water service to be provided by	<input type="checkbox"/> publicly owned and operated piped water system <input type="checkbox"/> privately owned and operated individual well <input type="checkbox"/> privately owned communal well <input type="checkbox"/> lake or water body <input type="checkbox"/> other
Sewage disposal to be provided by	<input type="checkbox"/> publicly owned and operated sanitary sewage system <input type="checkbox"/> privately owned and operated individual septic system <input type="checkbox"/> privately owned and operated communal septic system <input type="checkbox"/> other
Will the application permit development on privately owned and operated individual or communal system with more than 4500 liters of effluent per day?	If yes, a servicing options and hydrogeological report are required.
Storm drainage to be provided by	<input type="checkbox"/> sewers <input type="checkbox"/> ditches <input type="checkbox"/> swales <input type="checkbox"/> other



Describe all existing and proposed uses including any new additions, buildings or structures proposed for the site:

	Zoning By-law Requirements	Building/Structure #1	Building/Structure #2	Building/Structure #3	Building/Structure #4
Description (use)					
Existing or proposed					
Date of construction if existing					
Number of dwelling units					
Ground Floor Area (sq. m)					
Gross Floor Area (sq. m)					
Number of Storeys					
Height (m)					
Front Lot Line Setback (m)					
Rear Lot Line Setback (m)					
Side Yard Setbacks (m)					
Parking Standard					
Parking Barrier Free	AODA:				
Total Building Coverage					
Total Landscape Area					
Outside Storage					



PART D - LAND USE PLANNING

Status of Current and Other Applications under the Planning Act

Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision, Official Plan Amendment, Zoning Amendment, Minor Variance or Consent under the Planning Act? If yes, please list File No.(s) and status of application.



PART E – AUTHORIZATION

Registered Owner's Authorization

The registered owner must complete the following, if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): _____

Date: _____

Note: If the owner is an incorporated company, Articles of Incorporation shall be required.

ACKNOWLEDGEMENT

I understand that receipt of this application by the Township of North Dumfries - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Applicant: _____ Date: _____



PART F – AFFADAVIT OR SWORN DECLARATION

Affidavit

I hereby authorize the members of the Township of North Dumfries Committee of Adjustment, members of the staff of the Township of North Dumfries and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, _____ of the _____
(owner, applicant, agent) (township, city)

of _____ in the Province of Ontario

Solemnly declare that:

All of the statements outlined in this application 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 _____
(township, city)

in the Province of Ontario this _____ day of _____ 2025.



Stamp

Signature of Owner or Authorized Agent

a Commissioner, etc.

Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

Date Submitted

Signature of Owner(s)/Applicant



REGIONAL MUNICIPALITY OF WATERLOO

ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

This form must be completed by the property owner(s) for all development applications submitted to the Township of North Dumfries on behalf of the Regional Municipality of Waterloo

1. Location of Subject Lands:

Municipal Address

Legal Description

2. What are the current uses of the property?

3. Was the subject property ever used for industrial purposes? If YES, please describe approximate dates and types of industry:

4. Has the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? If YES, please describe approximate dates and types of commercial activity:

5. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? If YES, when? If YES, please provide description of waste materials:



6. Have hazardous materials ever been stored or generated on the property (e.g. has registration on the Hazardous Information Network or other permits been required?). If yes, please summarize details.

7. Is there reason to believe that this property may be potentially contaminated based on historical use of this property or an abutting property? If yes, please describe the nature of the suspected contamination.

8. Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?

9. Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? If yes, please summarize the details.

10. Does the property have or ever had a water supply well, monitoring well, geothermal well? If yes, please provide details.

11. Does the property have or ever had a septic system?



12. Have any environmental documents been prepared or issued for this property, including but not limited to a Phase 1 environmental site assessment, risk assessment, Record of Site Condition or Certificate of Property Use?

13. Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)?

14. DECLARATION OF PROPERTY OWNER(S)

I, am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information in this questionnaire is true.

DECLARED before me

in the

Commissioner of Oath (Print Name)

Municipality

This day of , 2025.

Commissioner of Oath (signature)

Registered Owner (signature)

Stamp

Office Use

File No.: _____