



TOWNSHIP OF MAPLETON

SITE PLAN APPLICATION

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0
Phone: 519-638-3313, Fax: 519-638-5113, Toll Free: 1-800-385-7248
www.mapleton.ca

1. Site Plan Controls are used to ensure that
 - New developments meet certain standards of quality and appearance and are constructed according to final approval
 - There is safe and easy access for pedestrians and vehicles
 - There is adequate landscaping, parking and drainage
 - Nearby properties are protected from incompatible developments
2. If site plan control process is required, the applicant is advised to have a pre-consultation with the Township of Mapleton CAO Clerk, Chief Building Official and the Director of Public Works. If necessary, the township engineer will be included. At pre-consult time, the applicant advised if this is an amendment to an existing site plan or a first time application. Conceptual drawings are provided one week before the meeting for the team to review for discussion purposes.
3. Each application must be accompanied by a deposit in the form of cash or cheque payable to the Corporation of the Township of Mapleton. The Applicant and the Owner are jointly and severally liable for ALL COSTS incurred by the Township in processing this application with respect to planner, engineer, legal, etc. The deposit for a Site Plan Application is outlined in the fees and charges by-law. (See Deposit Agreement).
4. All applications will be reviewed for completeness. In order to expedite the application, it is suggested that prior to submission, the applicant review the applicant's checklist (attached). In addition to the application and site plan drawings, a worksheet detailing the cost estimates of the proposed development is required. An application will not proceed without the cost estimate worksheet being completed. This worksheet shall state the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works. The Township Engineer will review and approve this summary. Prior to the execution of the Site Plan Agreement by the Township, a letter of credit or other appropriate security representing 50% of the development cost is required, as well as owner's signature on agreement. The security will be returned when the work is completed and approved by the Township engineers and/or CBO.
5. All applications will have a circulation time period of approximately 25 days or less.
6. Staff will review the submitted application and accompanying documentation to determine that the application is complete. The applicant will be notified of any deficiencies or comments received from the various agencies. Deficiencies will need to be addressed by the applicant before final approval will be given.

7. All applications will be circulated for comment to the following agencies:
 - Consulting Engineer (if necessary)
 - Consulting Planner
 - Chief Building Official
 - Fire Chief
 - Director of Public Works
 - Drainage Inspector
 - The appropriate road authority (Wellington County Roads/MTO - if applicable)
 - The appropriate Conservation Authority
 - Hydro One Networks Inc. - Land Use Planning Section
8. The Municipal Solicitor will be contacted for an abstract of the subject property.
9. The site plan agreement as signed by the owner(s) is presented to Council for final approval. A bylaw will be presented authorizing the Mayor and Clerk to sign the agreement. Once the agreement has been signed by all parties and securities received by the Township, the Building Department will be notified. Please note that construction cannot begin until all approvals have been given.
10. A registered copy of the agreement will be provided to the applicant.

FOR THE APPLICANT

Please ensure that you provide the following when the application is submitted:

- a) Applicable fee payable to the *Township of Mapleton* as outlined on the deposit agreement (attached).

Conservation Authority - GRCA and MRCA Plan Review Service Fees are applicable. You may be billed by the applicable Conservation Authority for their services.

- b) **Complete** application form clearly stating a full description of the proposed development.

- c) i) **10 full-size copies (11" X 17" or larger) of each of the Site Plan, Grade Control & Drainage Plan and Landscape Plan to accompany application.** On smaller projects information required on Site, Grade Control & Drainage and Landscape plans may be combined on a single drawing. All drawings submitted are to be in a metric scale, drawn to scale and preferably drawn by a surveyor, engineer or planner and showing the following, where applicable:

A legible chart summarizing:

- total property area;
- total building area;
- building coverage as a percentage of total property area;
- height of building;
- floor area of each storey;
- total number of off-street vehicular loading & parking facilities, either covered or uncovered; &
- for residential buildings - the number of units, unit size and the number of bedrooms.

- ii) **Fewer copies (11" X 17" or larger) of each of the Site Plan, Grade Control & Drainage Plan and Landscape are required for amendments** to existing site plan agreements. Please discuss with township staff the number of required copies to be submitted with your application.

- d) Applicant's Checklist as provided is considered part of the application and needs to be **completed**.

APPLICANT'S CHECKLIST

Check If shown		Give reason why not shown
	<ul style="list-style-type: none"> The location and dimensions of all existing and proposed buildings and accessory facilities 	
	<ul style="list-style-type: none"> The dimensions and bearings of front, side and rear yards of the building(s) on the subject site. 	
	<ul style="list-style-type: none"> The size and location of existing and proposed watermain and sanitary sewer, whether on or abutting the property. 	
	<ul style="list-style-type: none"> The location of any existing hydrants within 100 m (328 ft) of the proposed building face and the proposed location of any additional hydrant, whether on public or private land. 	
	<ul style="list-style-type: none"> Existing and proposed contours and spot elevations on both the site and adjacent properties with reference to a geodetic benchmark. 	
	<ul style="list-style-type: none"> The location of watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site. 	
	<ul style="list-style-type: none"> Existing easements or right-of-ways are to be shown and identified as to whom the easement or right-of-way is in favour of, and what restrictions on planting, building, etc. are in force. 	
	<ul style="list-style-type: none"> All existing and proposed driveways on the subject property. 	
	<ul style="list-style-type: none"> The location of walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access. 	
	<ul style="list-style-type: none"> The location and design details of garbage disposal facilities. 	
	<ul style="list-style-type: none"> The location of all signs other than regulatory or traffic control signs. 	

Check If shown		Give reason why not shown
	<ul style="list-style-type: none"> The location of on-site snow storage. 	
	<ul style="list-style-type: none"> All existing and proposed trees, hedges and shrubs shall be indicated. A plant list attached to the drawing shall indicate the common name, generic (Latin) name, quantity and size (or caliper) of all proposed trees, hedges and shrubs. 	
	<ul style="list-style-type: none"> All plant material shall be hardy and nursery grown, complying with the "Guide Specification for Nursery Stock" of the Canadian Nursery Trades Association. Only plant material that is adaptable to the soil conditions and special configurations of the site shall be acceptable. Plant materials are not to interfere with utilities, exterior/street lighting, sidewalks or parking. 	
	<ul style="list-style-type: none"> All existing and proposed sodded and seeded areas are to be clearly indicated on the site plan. New sod proposed on the subject property shall be No. 1 Nursery sod type and will be staked on slopes of 3:1 or greater. 	
	<ul style="list-style-type: none"> All ground cover material is to be indicated (i.e. asphalt, concrete, crushed gravel, decorative stone, planters, sod, grass, etc.). 	
	<ul style="list-style-type: none"> Proposed walls and fences are to be detailed and shown. 	
	<ul style="list-style-type: none"> All proposed and/or existing utility connections to structures on the subject site. 	
	<ul style="list-style-type: none"> The location of any park areas. 	



TOWNSHIP OF MAPLETON

APPLICATION FOR SITE PLAN APPROVAL

(under Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13)

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0 www.mapleton.ca
Phone: 519-638-3313, Fax: 519-638-5113, Toll Free: 1-800-385-7248

Information to Applicants:

The application including all site drawings must be complete before circulating to commenting agencies. A checklist is provided as part of this application package, which lists the necessary attachments. The application is not complete unless the APPLICANT CHECKLIST IS COMPLETE AND SUBMITTED.

For Assistance:

Contact the Township of Mapleton Clerk's Department, Township Planner or the Township Building Department. Consult the relevant Official Plan, Zoning By-Law AND Mapleton Development Standards.

The undersigned hereby applies to the Township of Mapleton under section 41 of the Planning Act, R.S.O. 1990, c.P.13.

FILE NO: SP201__ - _____

DATE REC'D: _____

1. OWNER INFORMATION:

Name of Owner(s): _____

Address: _____

Postal Code: _____ Telephone #: () _____ Fax #: () _____

E-Mail Address: _____

PLEASE NOTE: Spousal Signature is required if the subject lands are the matrimonial home and only in one individual's name.

2. APPLICANT/AGENT INFORMATION:

Name of Applicant or Agent: (if other than the Owner)

Note: An Owner's Authorization is required in Section 11 of this application if the applicant is not the owner.

Address: _____

Postal Code: _____ Telephone #: () _____ Fax #: () _____

E-Mail Address: _____

Please check to whom all communications should be sent:

Owner Applicant/Agent Both

3. LOCATION/DETAILS OF SUBJECT LANDS (lands subject of Site Plan Approval Application):

Municipal Address (911 # with road name) _____

Former Municipality _____

Legal Description: Lot/Block # _____ Concession _____

Plan # _____ Maryborough _____ Peel _____

Property Roll # (from tax bill): 2332-000- _____

Dimensions - Lot Area _____ (m²)

Lot Depth _____ (m)

Lot Frontage _____ (m)

4. PREVIOUS APPLICATION:

a) Has the subject property been subject to a previous site plan application?

Yes ____ (Date) _____ No ____

b) Has the subject property been subject to a land severance or a plan of subdivision?

Yes ____ (File No. & Date) _____ No ____

5. Is there a mortgage or charge in respect of the subject lands? Yes ____ No ____

If yes, give the name and address of any mortgage or charges:

6. GENERAL EXPLANATION OF DEVELOPMENT PROPOSED:

7. ZONING AND OFFICIAL PLAN PROVISIONS OF SUBJECT LANDS:

a) What is the present Zoning of the subject lands? _____

Is the proposal in compliance with the zoning? Yes ____ No ____

Is a zoning by-law amendment required? Yes ____ No ____

Has an amendment been applied for? Yes ____ No ____

- b) What is the present Official Plan Designation of the subject lands? _____
Is the proposal in compliance with the Official Plan? Yes____ No____
Is an official plan amendment required? Yes____ No____
Has an amendment been applied for? Yes____ No____

8. USE OF SUBJECT LANDS:

- a) What is the current use of the subject lands? (be specific e.g.: residential, single detached dwelling)

- b) In what year did the current use commence? _____
- c) What was the previous use of subject land? _____
- d) What year was the subject land acquired by the owner? _____
- e) What year were the existing buildings or structures constructed? _____

9. EXISTING AND PROPOSED BUILDINGS:

- a) Architectural elevations of all proposed buildings (including extensions or enlargements) must be included with this application if available.
- b) What is the Gross Floor Area of each building (m²) on site, both existing and proposed (attach further details if necessary)?

Building A _____ m² B _____ m² C _____ m²

Total Gross Floor Area of all buildings/structures _____ m² Height _____ m

- c) Residential Development (if applicable)
- 1) Number of Units _____
 - 2) Number of Storeys _____
 - 3) Type and Number of Units:
Bachelor____ 1 Bdrm____ 2 Bdrm____ 3 Bdrm____ >3Bdrm _____
 - 4) Number of Parking Spaces (Surface)____ (Underground)____
- d) Commercial/Industrial Development (if applicable)
- 1) Number of Parking Spaces _____
 - 2) Number of Loading Areas _____
- e) Institutional Development (if applicable)
- 1) Number of Parking Spaces _____
 - 2) Number of Fixed Seating _____
 - 3) Number of Classroom/Teaching Areas _____
-

10. MUNICIPAL SERVICES:

(a) What type of Road Access is Proposed? *(check appropriate space)*

- Provincial Highway
- Municipal Road
- Private Road
- Right of Way
- Unopened Road Allowance
- Other Public Road (specify) _____
- Water Access

Maintenance

- Public
- Private
- Year Round
- Seasonal
- Unmaintained

(Where access to the subject land is by water only, on a separate page describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Also describe boat docking and parking facilities on the mainland.)

(b) What type of Water Supply is Proposed? *(check appropriate space)*

- Municipally-owned/operated water system
- Privately-owned/operated individual well
- Privately-owned/operated communal well
- Lake or other water body
- Other means *(specify)* _____

(c) What type of Sewage Disposal is Proposed? *(check appropriate space)*

- Municipally-owned/operated sewage system
- Privately-owned/operated septic system
- Privately-owned/operated engineered septic system
- Other means *(specify)* _____

(d) What type of Storm Drainage is Proposed? *(check appropriate space)*

- Sewers
- Ditches
- Swales
- Other means *(specify)*

(e) Other *(check appropriate space if service is available)*

- Electricity
- Gas
- Telephone
- Cable
- School Bussing
- Garbage Collection
- Recycling

11. AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____

in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the _____,

in the _____ this _____ day of _____, 20____.

Commissioner of Oaths

Applicant

12. AUTHORIZATIONS

12.1 CONSENT OF THE OWNER(S) FOR APPLICANT TO MAKE APPLICATION

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/WE, _____ am/are the owner(s) of the land that is the subject of this application and I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

TOWNSHIP OF MAPLETON

COST ESTIMATE SHEET

Date: _____

Property Roll Number: _____

Property Owner(s): _____

Development Proposal Summary: _____

DESCRIPTION	AMOUNT
<i>storm drainage</i>	
<i>surface treatment of parking areas</i>	
<i>landscaping</i>	
<i>buffer strips</i>	
<i>fencing</i>	
<i>grading</i>	
<i>curbing</i>	
<i>lighting</i>	
<i>walkways</i>	
<i>other physical improvements</i>	
TOTAL AMOUNT	

NOTE: A minimum of \$2000.00 will be collected as security.

FROM THE SITE PLAN AGREEMENT

13. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, the Owner shall:
- a) *provide the Township with, prior to the execution of this Agreement by the Township, a letter of credit or other satisfactory security in an amount equal to 50% of the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works, more particularly shown in Schedule "C" attached hereto.*
-

DEPOSIT AGREEMENT

The undersigned applicant for *(Please check appropriate item)*:

- (a) an amendment to the Official Plan; ()
- (b) an amendment to the Zoning By-law; ()
- (c) an amendment to a Plan of Subdivision ()
- (d) an approval of a draft Plan of Subdivision, or ()
a severance, including a related subdivision
or development agreement;
- (e) a site plan agreement; and ()
- (f) a minor variance application ()
- (f) any other application made pursuant to the ()
provisions of The Planning Act

hereby agrees with the Corporation of the Township of Mapleton (the “municipality”) that he/she shall forthwith pay to the municipality’s Treasurer a deposit in the amount of

_____ Dollars (\$_____.00)

to assure the municipality that all applicable planning fees and costs shall be paid promptly.

The undersigned applicant acknowledges and agrees that:

1. The deposit monies shall be placed in trust with the municipality;
2. Shall only be refunded upon final disposition of the planning application, including all appeals related thereto;
3. The Township may disburse funds from time to time from the deposit monies referred to in clause 2.1 in order to pay the planning fees incurred by the applicant. The applicant may be required to top up the deposit, at the discretion of the Township. If the applicant fails to replenish the deposit within thirty (30) days of the request by the Township, the Township shall cease any further processing of the planning application until such time as the originally required deposit has been replenished. The Township will provide an itemized statement listing all transactions when the file is closed;
4. If any Official Plan Amendment, Zoning By-law or Zoning By-law amendment, passed by the Township, is appealed to the Ontario Municipal Board by any person other than the applicant, the applicant shall pay a further deposit of Five Thousand Dollars (\$5,000.00),

said deposit to be given to the Township either by way of cash or a letter of credit prior to the amending by-law being forwarded to the Ontario Municipal Board. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid. If the total costs incurred by the municipality in defending the application before the Ontario Municipal Board exceed the Five Thousand Dollars (\$5,000.00), the applicant shall be required to pay the additional costs.

5. I acknowledge that I have reviewed the development charges bylaw and understand how it may affect me with regards to the above planning application.
6. That the required deposit amount is based on the township of Mapleton's Fees and Charges By-law for Planning Applications, a copy of which Schedule is attached hereto and forms a part of the deposit agreement.

DATED the _____ day of _____, _____.

Name of Applicant (please print)

Signature of Applicant

**THE CORPORATION OF THE
TOWNSHIP OF MAPLETON**

Signature of Clerk or Treasurer.

SIGNATURE OF OWNER REQUIRED (IF DIFFERENT FROM APPLICANT)

I/We, _____
(property owner(s) for the planning application)

hereby authorize any monies refundable be paid to:

NAME: _____

ADDRESS: _____

Dated at the _____ of _____ this _____ day
of _____, 20____.

Witness

Signature of Owner(s)

Witness

Signature of Owner(s)

**FEES AND CHARGES BYLAW NUMBER 2015-063
SCHEDULE "F" - PLANNING**

DESCRIPTION	FEE
Committee of Adjustment – Minor Variance	\$1,500.00 deposit required to cover administration fee of \$500.00 plus disbursements and third party fees Retain fee of \$50.00 if sign not returned.
Zoning Amendment including Temporary Use (New and Renewals)	\$2,500.00 deposit required to cover administration fee of \$1,200.00 plus disbursements and third party fees Retain fee of \$50.00 if sign not returned.
Removal Holding Provision	\$500.00
Plan of Subdivision – New or Amendment including conditions of approvals to both Mapleton and County of Wellington	\$10,000.00 deposit required to cover administration fee of \$5,000.00 plus disbursements and third party fees
Site Plan Control Approval (First Approval)	\$3,500.00 deposit required to cover administration fee of \$1,500.00 plus disbursements and third party fees
Site Plan Control Amendments (Major)	\$2,000.00 deposit required to cover administration fee of \$1,000.00 plus disbursements and third party fees
Site Plan Control Amendments (Minor)	\$500.00 flat fee (not registered on title)
Site Plan Control Security	Minimum \$2,000.00 security deposit required to cover: <ul style="list-style-type: none"> • Township Inspection Fee - \$100.00 and Third Party Fees • Fee based on Cost Estimate Sheet submitted by Applicant Refundable at completion of project.
Any other applications pursuant to the provisions of the Planning Act including appeals to the Ontario Municipal Board, Road Closing and Acquisition	\$5,000.00 deposit required to cover administration fee of \$1,500.00 plus disbursements and third party fees
Certificate of Compliance - Zoning By-law	\$85.00
Certificate of Compliance – Plan of Subdivision, Site Plan Agreements	\$125.00
Part Lot Control Exemption	\$500.00 plus disbursements
Deeming By-law	\$400.00
Severances –	
Notice Verification for Severance Applications	\$100.00
Clearances for Severance Conditions	\$150.00
Cash in Lieu of Parkland (including lots on plan of subdivision & lots created by consent)	\$950.00 per lot
Fee for services provided by Municipal employees including Clerk, Treasurer, or Secretary	\$50.00 (per hr. per employee)
Copy of Zoning By-law	\$50.00
Disposal of Surplus Lands	\$5,000 deposit required to cover \$500.00 administration fee plus disbursements only
Encroachment Agreements	\$2,000.00 deposit required to cover administration fee of \$600.00 plus disbursements and third party fees

DESCRIPTION	FEE

NOTE: The fees and charges for various services on
Schedule "F" are **HST EXEMPT**