



FILE NO. \_\_\_\_\_

REC'D: \_\_\_\_\_

DATE APPLICATION CONSIDERED \_\_\_\_\_

COMPLETE: \_\_\_\_\_

## TOWNSHIP OF NORWICH SITE PLAN APPROVAL APPLICATION FORM

The undersigned hereby request the Township of Norwich to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.

### 1. BACKGROUND INFORMATION

a) Applicant/Agent:

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

b) Registered Owner: (if other than applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

c) Location of Subject Land:

Lot Number(s) \_\_\_\_\_ Plan No. or Concession \_\_\_\_\_

Part Number(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_

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

Street Address (or 911 Number) \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of the street between \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_.

Assessment Roll Number: \_\_\_\_\_

d) New Development \_\_\_\_\_ or Expansion of Existing Development \_\_\_\_\_  
If new, is any demolition of existing buildings on the site proposed? Yes \_\_\_ No \_\_\_  
Are there previous site plan or development agreements registered against these lands?  
Yes \_\_\_ (File no. \_\_\_\_\_) No \_\_\_

e) Existing use of Subject property  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Proposed uses of land and buildings  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) Official Plan Designation  
Schedule “\_\_-1” Township Land Use Plan \_\_\_\_\_  
Schedule “\_\_-2” Village of \_\_\_\_\_ Land Use Plan \_\_\_\_\_  
Other Schedules and Appendices \_\_\_\_\_

h) Zoning By-law  
Existing Zoning \_\_\_\_\_  
Requested Zoning \_\_\_\_\_  
If related to a recent or current Zone Change application, please indicate the  
File No. \_\_\_\_\_ Status \_\_\_\_\_

**2. SITE INFORMATION**

**Note:** Under Parts 2(a) and 2(b) below, where the proposed dimension / feature does not meet the By-Law regulation, a Minor Variance(s) or Zoning By-law Amendment will be required. A decision on the Site Plan application cannot be made without first securing approval of the required Minor Variance(s) or Zoning By-Law Amendment.

**a) Zoning Provisions**

REGULATION  
(Required by Zoning By-law  
07-2003-Z)

PROPOSED

Lot Frontage	_____	_____
Lot Depth	_____	_____
Lot Area	_____	_____
Lot Coverage	_____	_____
Front Yard	_____	_____
Rear Yard	_____	_____
Interior Side Yard	_____	_____
Exterior Side Yard (corner lot)	_____	_____
Landscaped Open Space (%)	_____	_____
No. of Parking Spaces	_____	_____
No. of Loading Spaces	_____	_____
Width of Planting Strip	_____	_____
Driveway Width	_____	_____
Disabled Parking Spaces	_____	_____
Other (Specify)	_____	_____
Minimum Distance Separation (MDS) if applicable.		
To Barn	_____	_____
To Manure Storage Facility	_____	_____

Off-Street Parking and Loading Facilities

Total number of off-street parking spaces existing: \_\_\_\_\_

Number of off-street parking spaces proposed (include existing & proposed): \_\_\_\_\_

Number of off-street loading facilities existing: \_\_\_\_\_

Number of off-street loading facilities proposed (include existing & proposed): \_\_\_\_\_

**2 b) Proposed Building Size:**

Ground Floor Area of Existing Buildings(s) \_\_\_\_\_

Ground Floor Area of Proposed Development \_\_\_\_\_

Total Ground Floor Area (including existing & proposed) \_\_\_\_\_

Number of Storeys proposed \_\_\_\_\_

Building Height Proposed \_\_\_\_\_

Total Gross Floor Area Proposed (including existing and proposed) \_\_\_\_\_

**3. COMPLETE AS APPLICABLE**

Note: If the application includes a combination of residential, commercial, industrial, institutional or open space development on the same site, the applicable sections must be completed.

**a) Multiple Family Residential**

Landscaped Area \_\_\_\_\_ m<sup>2</sup> (or ft<sup>2</sup>)

Conversion or Addition to Existing Residential Buildings Yes \_\_\_\_\_ No \_\_\_\_\_

Amenity and/or Children's Play Area Yes \_\_\_\_\_ No \_\_\_\_\_

*UNIT BREAKDOWN*

<i>Type</i>	<i>Number of Units</i>	<i>Floor area of Unit Type (m<sup>2</sup> or ft<sup>2</sup>)</i>
Bachelor	_____	_____
One-Bedroom	_____	_____
Two-Bedroom	_____	_____
Three-Bedroom	_____	_____

Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.)

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**b) Commercial / Industrial Uses**

Describe Type of Business Proposed \_\_\_\_\_

No. of Buildings Proposed \_\_\_\_\_

Conversion or Addition to Existing Building \_\_\_ Yes \_\_\_ No

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

Gross Floor Area (breakdown by type of use - office area, retail, storage etc.) \_\_\_\_\_

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Seating Capacity (if applicable) \_\_\_\_\_

Number of employees - Initially \_\_\_\_\_ In future (5 yrs) \_\_\_\_\_

Open Storage Required Yes \_\_\_ No \_\_\_

If yes, describe type, location, area m<sup>2</sup> (ft<sup>2</sup>) and buffering provided (if any) \_\_\_\_\_

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Phasing of development/construction if any \_\_\_\_\_

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If residential use proposed as part of, or accessory to commercial/industrial use, please complete Sec. 3 a).

**c) Institutional, Open Space or Other Uses**

Proposed Use \_\_\_\_\_

No. of Beds (if applicable) \_\_\_\_\_

Gross Floor Area by Type of Use (office, common rooms, storage, etc.) \_\_\_\_\_

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Landscaped Area \_\_\_\_\_ m<sup>2</sup> (ft<sup>2</sup>)

**4. AUTHORIZATION**

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

**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.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
DATED

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

**5. DECLARATION:**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of  
(Name) (Township/City)  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
(Name of municipality) (County) (Name of County)

**DO SOLEMNLY DECLARE THAT:**

All of the statements contained 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.

\_\_\_\_\_  
Signature of Owner/Applicant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_  
(Township/City) (Name of municipality)

in the \_\_\_\_\_ of \_\_\_\_\_  
(County) (Name of County)

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

\_\_\_\_\_  
A Commissioner for Taking Affidavits, etc.

Please refer to the most recent Fee Schedule for the application fee and deposit amounts. Both fees are payable to the "The Township of Norwich".

You are required to submit site plan drawings in both paper and electronic versions with the site plan application form.

## CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information to be provided on the site plan drawing.

- Site plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number)
- Site Plan and Building Statistics:
  - Zoning Category / Symbol
  - Lot Area
  - Lot Coverage – proposed and permitted
  - Gross Floor Area – proposed and required
  - Gross Leasable area (if applicable)
  - Landscaped Open Space Area – proposed and required
  - Paved Area
  - Parking spaces – proposed and required
  - Loading spaces
  - Accessible parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities;
- Existing municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from major roads
- Existing and proposed easements, rights-of-way and site triangles
- Location and dimensions of parking spaces (including accessible parking), aisles and loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material)
- Building entrances, including spot elevations at entrances to indicate flush thresholds.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.
- Snow removal and storage areas.
- Sign locations.
- The location and turning radii for Fire and Emergency Service access route.
- Professional stamp (engineer or architect).
- Property dimensions certified by an Ontario Land Surveyor



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### APPENDIX "C" – APPLICATION FEE

Please refer to the most recent Fee Schedule for the application fee and deposit required. Both payments must be made payable to the "Treasurer - Township of Norwich".

The deposit shall be drawn upon by the Township for Engineering and Legal expenses related to development of the Site Plan Agreement.

Additional deposits may be required under Section 3.2 and will be specified in the Site Plan Agreement and will be payable prior to Final release of the agreement for registration.

A minimum deposit of \$1,000 must be maintained with the Township until such time as Section 2.8 in the Guidelines is satisfied, which is in addition to any other deposits that may be required under the Site Plan Agreement.