

## **TOWN OF PELHAM**

### **SITE PLAN AGREEMENT PROCEDURES**

The Site Plan Agreement process follows the steps listed below. No building permit will be issued until the process is completed.

#### **Step 1 - Preliminary Discussions**

The applicant shall discuss the preliminary design plans with the Community Planning and Development Department prior to plans being submitted for approval.

#### **Step 2 - Application for Agreement**

Upon preparation of a final plan by the applicant, an application for Site Plan Approval shall be made by the applicant or agent and submitted with the fee to the Director of Planning.

#### **Step 3 - Review of Plans**

Upon receipt of the application and supporting material as indicated in Appendix I, a review of the site plan is undertaken by the Community Planning and Development Department and circulated to all internal and interested external agencies.

Once the review is completed, the applicant will receive a letter of comment from the Director of Planning indicating any changes that may be necessary. This letter of comment will indicate the requirements of a second submission of plans.

#### **Step 4 - Review of Second Submission (if necessary)**

If required, the applicant will submit a second set of plans in compliance with the requirements outlined in the letter of comment. Upon approval of the plans by the Director of Planning, the applicant will receive a letter from the Director of Planning indicating any final changes required. Also, at this time the applicant will be requested to submit one copy of Schedule "B". Schedule "B" shall be a reduced copy of the Site Plan (8 1/2" x 14").

#### **Step 5 - Preparation of Site Plan Agreement**

The Site Plan Agreement will be prepared in draft form by the Community Planning and Development Department and submitted to the applicant for review and comment.

#### **Step 6 - Recommendation to Council**

Once the Site Plan Agreement has been finalized and final drawings are received, a recommendation to approve the Site Plan Agreement will be submitted for Council's final approval.

#### **Step 7 - Owner's Execution of Agreement**

After approval by Council, the Site Plan Agreement would then be forwarded by the Town to the owners and mortgagees for execution and returned to the Town, and the Agreement and Schedules will be signed by the owners, the Clerk and the Mayor.

#### **Step 8 - Registration of Agreement**

When the Agreement has been signed by all parties indicated in Step 7, Notice of the Agreement will be registered by the Town's Solicitor. Copies of the registered Agreement will be circulated to all parties involved.

#### **Step 9 - Building Permit**

Upon confirmation that satisfactory servicing drawings, for example, grading, site servicing and lighting, etc., have been filed with the Town, the building permit may be issued, subject to complying with all the requirements of the Ontario Building Code.

In addition, the applicant will be required to submit to the Director of Planning copies of the supporting information indicated in Appendix I.

**CORPORATION OF THE TOWN OF PELHAM  
APPLICATION FOR THE APPROVAL OF SITE PLAN AGREEMENT  
OR AMENDMENT TO SITE PLAN AGREEMENT**

**OFFICE USE ONLY**

Site Plan Agreement under Section 41 of the Planning Act after Amendment to By-law	_____
Amendment to Existing Site Plan Agreement	_____
Site Plan Agreement as a Condition of a Committee of Adjustment Decision	_____
Site Plan Agreement as a Condition of a Land Division Committee Decision	_____

1. Name of Owner \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Name of Authorized Agent \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Note: Unless an agent is authorized, all correspondence with respect to this application will be sent to the owner.

3. Name and Address of any Mortgagees, Holders of Charges or other Encumbrances.  
 \_\_\_\_\_

4. Location and Description of Property  
 (a) Municipal Street Address \_\_\_\_\_  
 (b) Legal Description (Lot and Registered Plan No.) \_\_\_\_\_  
 (c) Copy of Deed \_\_\_\_\_

5. Type of Proposed Development

Note: Be as specific as possible in describing how the land and proposed structure will be used. Where additional space is required, please use reverse side of this page.

6. Land Area \_\_\_\_\_ (hectares) \_\_\_\_\_ (acres)

7. Total Building Coverage \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ % of lot area

8. Gross Floor Area  
 (a) of main building measured from outside walls, but excluding basement \_\_\_\_\_ m<sup>2</sup>  
 (b) of main building measured from outside walls, but including basement \_\_\_\_\_ m<sup>2</sup>

9. Building Height \_\_\_\_\_

10. Number of Dwelling Units (if applicable) \_\_\_\_\_

11. Number of Parking Spaces

- (a) Underground \_\_\_\_\_
- (b) Surface \_\_\_\_\_
- (c) Above Ground (ramp) \_\_\_\_\_
- (d) Minimum required by By-Law \_\_\_\_\_

12. Parking Area Coverage, including Driveways \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ % of lot area

13. Landscaped Area \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ % of lot area

14. The submitted drawings should be sufficient to display the massing and conceptual design of the proposed building which shall be compatible or more compatible than the surroundings.

15. Attachments with Application (Check with Planning Department for required plans and schedules)

- (a) Site Plan \_\_\_\_\_ copies
- (b) Elevation Plan \_\_\_\_\_ copies
- (c) Landscaping Plan \_\_\_\_\_ copies
- (d) Schedule "A" Legal Description \_\_\_\_\_ copies
- (e) Schedule "B" Legal Size Site Plan \_\_\_\_\_ copies

\*If an application is signed by an agent, authorization in writing from the registered owner is required. Where owner is a corporation, the signature of authorization should be an officer of the Corporation under corporate seal.

**PLEASE NOTE:**

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, Section 41 and will be used for the purpose of processing this application. Questions about this collection should be directed to the Director of Planning Services, Town of Pelham, 20 Pelham Town Square, Telephone (905) 892-2607.

\_\_\_\_\_  
Signature of Owner and/or Authorized Agent

\_\_\_\_\_  
Date

**AUTHORIZATION**

I/We, the undersigned, do hereby authorize and direct \_\_\_\_\_  
to act as my/our agent(s) in the submission and processing of the attached Site Plan Agreement application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

## APPENDIX I

### Information Required for Site Plan Agreement

1. Complete application form (last two pages of package).
2. Legal Description which is suitable to the Land Registrar for Registration purposes in the Registry Office and a photocopy of the Deed.
3. 1 digital copy of a Site Plan

Note: These plans should be on a minimum scale of 1:200 metric and should indicate the following:

- i. Buildings: All buildings should be shown on the Plan indicating setbacks from all lot lines, distance between buildings, dimensions of all buildings, identification by type of each building and number of stories.
- ii. Parking Areas: Designated as to garages, carports or open parking; with all spaces numbered and 1 parking stall dimensioned (minimum by-law requirement 2.7, x 5.5m), poured concrete curbing (to be indicated with double lines) or bumper blocks pegged in place and surfacing material indicated (asphalt, paving stones, gravel or concrete). If parking is underground the extent of the underground garage and the location of ramps should be indicated.
- iii. Driveways and Ramps: With dimensions, indicating vehicular circulation (if one way) and curbs (to be indicated with a double line). Show curve radii of curbs at all street access and driveway intersections.
- iv. Other Features: With dimensions: garden and retaining walls, protective railings; walks (indicating material), areas of recreation, play lots or areas to be landscaped, service and delivery access, stairwells, outside garbage areas (to be screened on 3 sides), loading zones, road widening and easements (if any).
- v. Coverage Table: Showing areas - the following expressed both in m<sup>2</sup> and as a percentage of the total lot area:
  - (a) building(s) coverage
  - (b) parking (including drives, bays, loading areas, etc.)
  - (c) landscaped areas (remainder)Note: Total of (a), (b) and (c), should equal area of lot (i.e. 100%)
- vi. Key Plan: A key plan showing the location of the property relative to the surrounding area should be located somewhere on the Site Plan in a manner similar to that shown on the Site Plan Example (minimum scale of 1:10,000 metric).

4. 1 digital copy of a Landscape Plan (if required)

Note: This may form part of the Site Plan and if separate, should be drawn to the same scale as the Site Plan (1:200 metric) and contain the same requirement as the site plan but with landscaping details. A separate landscaping plan would only be necessary for larger developments.

- i. Main Features of the Landscaping Plan: All buildings, parking areas and driveways, together with physical features of the site for the purpose of establishing the location and relationship of planting and related construction (ramps, underground garages, stairwells, easements, walks, sitting out areas, garden walls, etc.)
  - ii. Distribution of Plantings: Location and identification of all plant materials (using symbols or numbers), outline of planting beds, existing trees to be preserved, transplanted or removed.
  - iii. Landscaping Schedule: Giving size, quantity, root or other pertinent description common to the trade. Use both botanical and common plant names.
  - iv. Recreational Facilities: Such as play areas, equipped play lots, tennis courts, swimming pools, etc.
  - v. Other Items: Patios, garbage collection stations, fences, ornamental pools, free standing sculpture and other exterior constructions.
5. 1 digital copy of Building Elevations: Building elevations showing the details of external finishing materials, window and door openings, balconies and other projections, roof style, colour of building materials, etc. for all sides of the building. The drawings should be in sufficient detail as to closely portray the actual appearance of the building (height and width to be indicated on the drawings). This plan(s) should be drawn at a minimum scale of 1:100 metric.
  6. All Drawings: Should state the type of project and location (street address), applicant's name, address and should include a north arrow, date, scale as well as nature and date of all revisions.