

**Site Plan Requirements Checklist
(To be returned with Application)**



General Site Plan Requirements

General Page Layout:

- North arrow and standard scale
- Symbol key with legend
- Owner's name, site address and legal description of property
- Leave an area in the bottom right of the page for the Approvals stamping

Application Submission Requirements for Maps

One electronic copy in a high resolution in PDF format
Two printed copies full size and folded
Attached cover letter explaining project, scope and any important information pertaining to the project

General Site Plan Information:

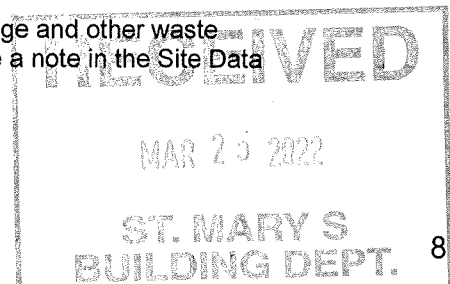
- Dimensions of the site provided by a survey
- Identify the location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities. Clearly indicate buildings to be demolished
- Show the traveled portions of roadways, municipal sidewalks, transit stops (if adjacent to the site) and access driveways including those of adjacent properties. Label street names
- Parking area layout, pedestrian connections, ramps, loading areas (including minimum dimensions, typical dimensions, curbing and surface material)
- Identify accessible parking facilities. Also consider accessibility in the design of pedestrian facilities (e.g. connections to municipal sidewalks and internal circulation)
- Location, height and type of all proposed fencing
- Location of all existing and proposed poles (including guys), transformers, hydrants on the site and on public lands abutting the site. Include dimensions to trees and buildings for electrical facilities
- Identify all site lighting and attach a light spillage plan
- Identify the location of snow storage
- Indicate lot coverage percentage and total lot area
- Plans showing the location of all facilities and works to be provided
- The location, size and description of all adjacent buildings located within six metres of the property boundaries
- Provide Property Identification Number (PIN)

Zoning Information:

- Include Site Data Table with zoning information applicable to the property
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- Show amenity areas including their functional use (e.g. equipment and furniture that defines the area for recreational use)
- Landscape strips and fencing, if required
- Location and type of enclosure to be used for storage of garbage and other waste material. If waste material is stored within the building, include a note in the Site Data table

I have read and understood this information and its requirements

DH _____ (Initial)



- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

Fire Information

- Location of closest fire hydrant (identify as existing or proposed)
- Designated fire routes with the notation "fire route to be posted and designated under municipal by-law" (to be minimum 6.0m wide with minimum 12.0m centreline turning radius, maximum 8% slope)
- State whether or not the building is to be sprinklered
- Show location of fire department connections (standpipe/Siamese)

Building Information

- Finished floor elevations of buildings
- Maximum dimensions of buildings and minimum distance between buildings
- Location of all building entrances

Grading and Servicing Plan Requirements:

General Information:

- Symbol key and legend
- Proposed and existing structures and buildings, driveways, parking areas and curbs
- Clearly identify existing services (storm, water, sanitary) and specify if existing services will be used
- Location, size and depth of cover of storm, water and sanitary services
- Invert of storm, sanitary and water laterals at the point of connection
- Identify the type of surfacing (e.g. sod, gravel, asphalt, etc.)
- Location of all existing and proposed manholes, poles (including guys), transformers, hydrants on the site and on public lands abutting the site
- Location of existing and proposed siamese or standpipe connection
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

Grading

- Existing and proposed grade elevations (referenced to Benchmark elevation) include relative street grade elevations and grade at property lines
- Direction of surface drainage flow through use of drainage arrows
- If catchbasins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catchbasin rim elevation
- If storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections)
- Elevations of individual internal driveways where a depressed driveway may exist

I have read and understood this information and its requirements

DH

(Initial)

Landscaping Plans and Details

- Show a legend with key symbol
- Proposed and existing structures and buildings (including entrances and doorways), driveways, parking areas, pedestrian connections (sidewalks, pathways etc.) and curbs
- Label existing plant material to remain
- Label vegetation to be removed
- Identify all proposed plant material, planting beds, and seeded or sodded areas
- Include a plant list showing key, numbers of plants, botanical and common names and plant size at installation date
- Provide details for play areas, special activity areas, open space areas
- Show the location of outdoor lighting
- Show the location and treatment of garbage collection areas
- Show the location, height and type of proposed and existing fencing

I have read and understood
this information and its
requirements

DH

(Initial)

Corporation of the Town of St. Marys
Application for Approval of a Site Plan



Instructions

Each applicant is required to submit a complete site plan application package which shall include the following mandatory components:

- ✓ Complete Application Form
- ✓ Application Fee
- ✓ Site Plan Drawings
- ✓ Elevation Drawings
- ✓ Site Servicing Drawing
- ✓ Plus any additional information required by the Town or local and provincial agencies (including any required reports and/or studies)

Please note that the Town or local and provincial agencies may require the applicant to submit additional information. These site specific submission requirements may include studies or reports related to matters such as the environment, transportation network, water supply, sewage disposal and storm water management.

All measurement values must be presented in Metric units.

If the Applicant is not the owner of the subject land, a written statement by the owner authorizing the applicant to act on behalf of the owner in relation to the subject application must accompany the application (see 10.0).

Failure to complete and provide all required information may result in the return or refusal of the application.

Application Review Process

Applications will not be considered unless all of the critical components have been submitted by the applicant. Applications missing additional information will be received and processed, but will not be processed to conclusion if staff have insufficient information to support the plan.

Upon receipt of an application, Town staff will review the materials received by the Applicant and determine whether there is sufficient information (i.e. all critical application components) to process the application.

If it is determined that the application is complete, the application and drawings will be circulated to Town staff, and, in some cases, external professionals, for review. The persons reviewing the application will prepare comments and set out any issues with the application.

If the application is incomplete or the plans and drawing do not comply with municipal and/or statutory requirements, the applicant will be contacted by the Town and the applicant will be required to attend a Site Plan Consultation Meeting with Town staff to discuss the deficiencies in the application. The Applicant must be aware that it is possible that Town staff will require revisions to the detailed design materials and may require submission of additional detailed design materials. Having received comments from the Town, the applicant may be required to submit revision materials to complete the application and this step may continue until the development complies with the municipal and statutory requirements.

The Town will provide the Applicant with a list of the Conditions for Site Plan Approval. It is the applicant's responsibility to satisfy all Conditions for Site Plan Approval.

Approval Process

Upon completion of the review process, a draft Site Plan Agreement will be provided to the applicant. The applicant will then have the opportunity to review and consider the draft Site Plan Agreement and may request a meeting to discuss any concerns with Town staff.

After the review process is complete, the finalized Site Plan Agreement will be finalized and sent to the applicant for signature.

The applicant is required to sign the Site Plan Agreement in duplicate and return it to the Town with all required securities and any other materials that may be required in the Agreement or by Town staff.

Following receipt of the above, the Site Plan Application will be placed on the next regular scheduled meeting of Council. Once approved, the Town will execute the Site Plan Agreement and it will be registered against the property title.

General Information

A more detailed description of the Approval Process and Site Plan Application requirements may be found in the Town's Site Plan Control Guide.

For assistance with completing the application form and for more information respecting the draft plan requirements, please consult the Building department in the Municipal Operations Centre, 408 James Street South. You can also call the Building Department at (519) 284-2340.

I have read and understood this application form and associated content.
DH _____ (Initial)

Please Complete and Print or (✓) Appropriate Box (es)

1.0 Applicant Information

1.1 Name of Owner(s) An owner's authorization is required if the applicant is not the owner (See Section 13.0)

Name of Owner(s) Gowanbrae Realty Development Ltd.	Primary Telephone:	Email ceestaf@gmail.com
	Secondary Telephone:	
Address 769 Queen Street E	Postal Code N4X 1G2	Fax No.

1.2 Name of Applicant (If same as owner check box)

Name of Applicant(s) Zelinka Priamo Ltd c/- Dave Hannam	Telephone Home:	Email dave.h@zpplan.com
	Telephone Business: 5194747137	
Address 318 Wellington Rd, London	Postal Code N6C 4P4	Fax Number

1.3 Name of Solicitor/Agent

Name of Solicitor/Agent as above	Telephone Home:	Email
	Telephone Business:	
Address	Postal Code	Fax Number

Send Communication to (choose one Applicant Owner Solicitor Agent only):

2.0 Location and size of the Subject Land

Street No. 769	Name of Street/Road Queen Street East, St. Marys	Registered Plan No./Concession No. 19 (Blanshard)	Lot(s)/Block(s) Pt Its 15-17
		Reference Plan No. & Part No. 1-15 44R2841, 44R1995	
Lot Frontage +/- 603m	Average Width +/- 812 m	Average Depth +/- 1039 m	Lot Area +/- 570,810 sq.m

2.1 Is there a mortgage or charge in respect of the subject land? Yes No

If yes, give the names and addresses of any mortgages or charges.

RBC Royal Bank, 33 Downie St, Stratford

I have read and understood this application form and associated content.
DH _____ (Initial)

2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No
 If yes, describe the easement or covenant and its effect.

utility easement, which does not impact the proposed building location

2.3 When were the subject lands acquired by the current owner? 1992

3.0 Proposed and Current Land Use

3.1 What is the proposed use of the subject land? (Please attach an additional page if more space is required)

unchanged, see existing use below

3.2 What is the current use of the subject land? (Please attach an additional page if more space is required)

existing 18 hole golf course with accessory buildings/structures

3.3 How is the subject land currently designated in the Official Plan? Recreational

3.4 How is the subject land currently zoned in the Zoning By-law? Open Space (OS)

3.5 Provide the following details for all buildings, both existing and proposed. (Information should also be presented in the Site Plan Map)

	Existing Buildings	Proposed Buildings
<i>Example: Gross Floor Area</i>	<i>603.85 m²</i>	<i>1050.00 m²</i>
3.5.1 Front Yard	+/- 603	+/- 603
3.5.2 Rear Yard	+/- 250	+/- 250
3.5.3 Side Yard	+/- 116 m	+/- 23.5 m
3.5.4 Side Yard	+/- 362 m	+/- 362 m
3.5.5 Height	+/- 7.4 m	+/- 9m
3.5.6 Dimensions	see enclosed site plan	18.29 m x 17.07 m
3.5.7 Gross Floor Area	+/- 1857	+/- 2325
3.5.8 Date Constructed	2016	2022

4.0 Previous Industrial or Commercial Uses

4.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? Yes No

If yes, specify the uses and dates.

4.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes No

If yes, please provide some detail of the nature of the contamination.

4.3 What information did you use to determine the answers to the above questions?

information from owners

4.4 If yes, to (4.1), (4.2) or (4.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached? Yes No

5.0 Status of Other Applications under the Planning Act

5.1 Is the subject land also the subject of an application for an Official Plan Amendment, Consent, approval of a Site Plan, Minor Variance, Zoning By-law Amendment or Zoning Order Amendment? Yes No

If yes, indicate the type of application, the file number and the status of the application.

6.0 Servicing

6.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	<input checked="checked" type="checkbox"/>	<input checked="checked" type="checkbox"/>	a) Public piped water system	<input checked="checked" type="checkbox"/>	<input checked="checked" type="checkbox"/>
b) Public or private communal septic	<input type="checkbox"/>	<input type="checkbox"/>	b) Public or private communal well(s)	<input type="checkbox"/>	<input type="checkbox"/>
c) Individual septic system(s)	<input type="checkbox"/>	<input type="checkbox"/>	c) Individual well(s)	<input type="checkbox"/>	<input type="checkbox"/>
d) Other (Please write)			d) Other (Please write)		

Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers	<input type="checkbox"/>	<input type="checkbox"/>	a) Arterial road	<input checked="checked" type="checkbox"/>	<input checked="checked" type="checkbox"/>
b) Ditches or swales	<input checked="checked" type="checkbox"/>	<input checked="checked" type="checkbox"/>	b) Collector road	<input type="checkbox"/>	<input type="checkbox"/>
c) Other (Please write)			c) Local road	<input type="checkbox"/>	<input type="checkbox"/>

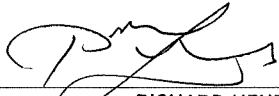
7.0 Other Information

9.0 Affidavit or Sworn Declaration

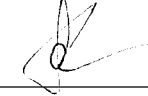
I, of the City of Stratford in the County/Region of Perth make oath and say (or affirm) that the statements made herein and the information that accompany this application are to the best of my belief and knowledge true.

Sworn (or declared) before me at the City of London in the County/Region of Middlesex

On this day of March 15, 2022



Commissioner of Oaths **RICHARD HENRY ZELINKA, a Commissioner, etc.,**
County of Middlesex, for Zelinka Priamo Ltd.
Expires March 28, 2024



Applicant

10.0 Authorization of Owner for Agent to Make the Application

see agents authorization form
I (we), _____ of the _____ in the County/Region of _____

am the owner of the land that is the subject of this application of a Approval of a Development Agreement and I (we) hereby authorize _____ to act as my (our) agent in the application.

Date Signature of Owner(s)

11.0 Acknowledgement

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the Town of St. Marys for legal counsel and other associated costs to represent the Corporation of the Town of St. Marys in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the City of Stratford
In the County/Region of Perth
This 15th day of March, 2022

March 15, 2022

Date



Applicant Signature

FOR OFFICE USE ONLY

Application Circulated to:	Comments:	Date:

Stamp of Approval: