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## TOWN OF SHELburne SITE PLAN APPROVAL PROCESS

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**NOTE:** Before you prepare and submit your application to the Town of Shelburne, it is strongly recommended that you consult with the Town Planner to determine the exact requirements. It is also advisable that you communicate with your neighbours with respect to your plans.

The following guidelines have been prepared by the Town of Shelburne to assist persons wishing to develop property within the municipal boundaries of the Town which have been designated by Council as a Site Plan Control Area under Section 41 of the Planning Act. These guidelines are based on the "Conditions of Approval of Plans" [Section 41(7)] for designated properties.

### **Submission for an application shall consist of the following:**

1. One (1) original application form with two (2) copies of the completed form, signed and dated by the applicant or the applicant's agent. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. Digital Mapping Information: Where possible, one computer disk or PDF containing the digital plotting of the boundary of the proposed site plan should be submitted with the application. This will be retained by the Town. The digital file should have a textual description of file format, map standards used, scale, contact person and general locational information, such as lot, concession and municipality.
5. **3 (3) folded copies** of the proposed site plan. One photographic reduction of the proposed site plan on an 8 1/2 by 14" sheet of paper. For large or complicated applications, more copies may be required. The following plans and information are to be submitted with the application. Insufficient or missing information will delay the processing of the application.

#### 7.1. LEGAL DESCRIPTION

A reference plan, registered plan, or plan of survey certified by an Ontario Land Surveyor and a legal description of the land.

## 7.2 SITE PLAN

The following is the minimum information to be showing on the Site Plan:

- (a) Key Map to indicate location of subject lands.
- (b) North arrow and bar scale.
- (c) Location of property, drawing name and number, date of production, revisions chart, designer's and owner's name and address and designer's seal or stamp as appropriate.
- (d) A legible chart on the plan summarizing the following:
  - i) total property area
  - ii) total building area
  - iii) height of the building
  - iv) total gross floor area of proposed and existing buildings
  - v) type, number and floor area of component units, suites, etc.
  - vi) total leasable or rentable area
  - vii) nature of proposed tenancy
  - viii) total number of parking spaces and breakdown into employee, visitor, handicapped spaces, etc.
  - ix) snow storage areas
- (e) Dimensions and area of the property and accurate layout of the property including bearings and distances.
- (f) Location of all existing and proposed buildings and structures indicating building dimensions, setbacks, separations and building entrances, both pedestrian including handicapped access and vehicular access.
- (g) Abutting road allowances, their widths, location of the centerline, road widenings, sight triangles and slight lines at access/egress points.
- (h) Location and use of all buildings on properties abutting the subject property and pertinent features and/or conditions for a distance of 15 metres (50 feet).
- (i) Access ways, their dimensions and widths including proposed direction of traffic flow and their surface treatment.
- (j) All parking and loading spaces and driveways and their dimensions, manoeuvring areas (especially for emergency vehicles), clearances, and surface treatment.
- (k) Areas for landscaping, walkways (identifying surface type and details), buffer areas, entrances, courts, walls, fences, benches, signs, etc. outdoor use areas.
- (m) Refuse storage areas including recycling facilities. Buildings must be constructed of the same material as the main buildings and totally enclosed with roof. (Details on separate plan). Any refuse other than normal office waste must be identified and provisions made for recycling.
- (n) Watermains, sanitary sewers, Bell, hydrants, hydro poles, hydro transformer vaults or pads, lights, etc. and sewage disposal system, if applicable.

## 7.3 LANDSCAPE PLANS

Three (3) full scale copies, (approximately 70 cm x 100 cm). Depending on the scale of development, this information can be provided on the site plans. This should be confirmed with the Town. The following minimum information is to be shown on a Landscape Plan.

- (a) North arrow, bar scale and accurate layout of property including bearings and distances.
- (b) Location of property, drawing name and number, date of production, revisions chart, designer's and owner's name and address and designer's stamp r seal as appropriate.
- (c) Identify and locate on the plan all existing plant materials, their condition, size, age and general vigour.
- (d) Indicate plants to remain and methods of protection from construction damage.

- (e) All plant materials to be protected must be clearly marked on the drawing. Where large numbers of plants are involved, a separate vegetation appraisal/removal plan to illustrate these areas is suggested.
- (f) Where plant materials cannot be accommodated by adjustments to the proposal or through relocation, they must be clearly marked for removal.
- (g) No plant materials are to be removed from the site prior to approval.
- (h) A plant list to include:
  - i) Quantities of each species of plant,
  - ii) An appropriate symbol for each plant species,
  - iii) Botanical name,
  - iv) Common name,
  - v) Size of each (calliper and/or height at planting),
  - vi) Planting condition (wire basked, potted, B&B, etc.),
  - vii) Planting comments (where required).
- (i) Accurate layout of all materials including planting beds.
- (j) Planting details for each type of plants (deciduous tree/shrub, coniferous tree/shrub, bare root material, etc.).
- (k) Proposed plantings should be illustrated to represent the plant at 2/3's maturity.
- (l) Locations for seeded/sodded areas.
- (m) Adequacy of proposed landscape treatments, including:
  - i) General site enhancement,
  - ii) Considerations for off-site properties,
  - iii) Screening/buffering considerations,
  - iv) Definition of entryways, etc.
- (n) Details and specifications for walkways, curbing, walls, fences, lighting fixtures, plans, signs and any other proposed features or equipment.
- (o) Locations of snow storage areas.
- (p) Specifications/notes required for installation.
- (q) Natural and man-made features and their dimensions such as berms, swales, ponds and ditches to be indicated.

#### 7.4 SITE SERVICING AND GRADING PLANS

Three (3) full size copies, approximately 70cm x 100 cm, 1 reduced 11 x 17. The following is the minimum information to be showing on the Site Servicing and Grading Plan:

- (a) North arrow bar scale and accurate layout of property including bearings and distances.
- (b) Location of property, drawing name and number, date of production, revisions chart, designers and owner's name and address and designer's stamp or seal as appropriate.
- (c) All storm and sanitary sewers, watermains, manholes, pipe diameters, direction of flow, inverts, lengths and grades, pipe class and bedding and service connections shall be shown.
- (d) Land drainage and storm water disposal arrangements, including catch basins, ponding areas and impediments to the free flow of water, and indication of intended direction of surface flows percent slope, overland swale or detention area design, pipes, culverts, berms and outfall to a suitable outlet.
- (e) Utility servicing arrangements including location of Bell, Cable T.V., Gas and Hydro utilities, existing poles, hydrants and the location and size of meter rooms, transformers, vaults, etc.
- (f) Location of fire fighting connections, access routes, hydrants valves and watermains (and sizes).

- (g) Existing and proposed grades of all relevant site features such as top and bottom of slopes, drainage courses, existing trees, tile beds, buildings (all corners) finished floor elevations, all access/egress points, steps, ramps, walls, parking lots, curbs, roadways, pedestrian walkways, etc.
- (h) Existing and proposed grades to be shown a spot elevations (minimum) and contours at no greater than .5 metre interval.
- (i) Relationship of proposed grades to surrounding grades on adjacent properties to be shown for a distance of 15 metres (50 feet) beyond property lines.
- (j) Road widths, widenings and centre line easements, right-of-way, etc.
- (k) Surfacing and grading of the property and the surfacing of areas such as driveways, ramps, walkways, proposed edgings or curbs and details of proposed retaining walls and similar features.
- (l) A drawing showing the location of all exterior lights on the site indicating the type of light to be used and each location including height and precautions to be taken to prevent light trespass onto adjacent properties.
- (m) Information in the form of a drawing or written specification, on the illumination levels to be achieved by the exterior lighting system (maintained foot candles and uniformity ratio).
- (n) Catalogue descriptions of each of the exterior lights to be used on the site. These should include the lamp type and wattage to be used and colour of light emitted.

#### 7.5 ARCHITECTURAL AND ELEVATIONS DRAWINGS

Three (3) full size copies, approximately 70 cm x 100 cm (1 reduced 11 x 17). Drawings of building elevations and cross-sections together with an indication of the general finishing materials are to accompany the application and including the following is a minimum.

- (a) All facades.
- (b) Door and window treatments.
- (c) Colours, types and finishes of materials to be used.
- (d) Building heights and the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access.
- (e) Entry treatments.
- (f) Details pertaining to screening of rooftop or other mechanical equipment.
- (g) Massing and conceptual design of proposed buildings.
- (h) Interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings.
- (i) Architectural details, construction details and any special features.

In all instances appropriate details should be provided to illustrate the construction intent. These may include the colour, quality of finish of materials to be used, construction techniques, phasing, or other considerations which may have a bearing on the understanding of the proposal.

#### **The process for site plan approval is as follows:**

1. Upon submission of a complete application, the application is assigned a file number.
2. The application will be circulated to municipal departments to obtain technical comments. The application will be reviewed in light of comments received.
3. The applicant is advised of any required revisions and changes which are to be incorporated into the drawings. They are to be revised accordingly by the applicant at his/her expense and returned to the Town for approval. A draft Site Plan Agreement is then prepared and is to be reviewed by the applicant. The required letter of credit and necessary deposit for fees are to be provided. The final drawings which

will be attached to the Site Plan Agreement as Schedules shall be approved and signed by the Town's engineer.

4. Once the plans and the site plan agreement meet the satisfaction of staff, the plans and the agreement [Section 41(7)(C)] will be recommended to Council for consideration and approval.
5. If Council approves the plans, Town staff and the Head of Council are authorized to execute the Site Plan Agreement (4 copies).
6. The executed agreement and reduced drawings are received from the applicant together with the required certificates and letter of credit and are checked and executed by the Town and registered on title.
7. Municipal Approval can then be obtained from the Town and a Building Permit can be obtained from the County Building Department if all requirements for the issuance of the building permits are met. Note: Building permits will not be issued until all of the plans are approved by Council; the agreement is fully executed; and all conditions have been satisfied.

PLEASE NOTE THAT THE SITE PLAN AGREEMENT WILL CONTAIN A CLAUSE REQUIRING A LETTER OF CREDIT TO ENSURE PROPER SITE DEVELOPMENT AND A CLAUSE REGARDING THE REQUIREMENT OF A DEPOSIT FOR THE PAYMENT OF THE TOWN'S PROCESSING COSTS. THE EXACT AMOUNT OF THE LETTER OF CREDIT WILL BE DETERMINED BY THE TOWN AND MUST BE SUBMITTED TO THE TOWN PRIOR TO THE SITE PLAN AGREEMENT BEING SIGNED BY THE TOWN. PLEASE CONFIRM ALL APPLICABLE PLANNING FEES PRIOR TO SUBMISSION.

**Further information can be obtained at the Town offices.**

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***For Office Use Only***

File #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
\_\_\_\_\_

**TOWN OF SHELBURNE  
APPLICATION FORM FOR SITE PLAN APPROVAL**

Date Received \_\_\_\_\_

**1. APPLICATION INFORMATION**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**4. SUBJECT LANDS**

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_  
(if corner lot please include both street names)

Area of subject lands: \_\_\_\_\_ Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

What is the current use of the subject land? \_\_\_\_\_

What is the proposed use of the subject lands? \_\_\_\_\_

When were the subject lands acquired by the current owner? \_\_\_\_\_

How long have the existing uses continued on the subject lands? \_\_\_\_\_

	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a gas station been located on the subject land or land adjacent to the subject land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**5. ZONING AND OFFICIAL PLAN INFORMATION**

What is the present Official Plan designation on the subject lands? \_\_\_\_\_

What is the present zoning? \_\_\_\_\_

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**6. ACCESS**

Is the subject land accessible by:

- Provincial highway
  - Municipal road (maintained year round)
  - Right of way
  - Other, describe \_\_\_\_\_
-

**7. BUILDINGS, STRUCTURES AND USES**

What is the existing use of the subject land? \_\_\_\_\_

Are there any buildings or structures on the subject lands?

- yes  no

Please complete the following for each existing and proposed building or structure:

	Building One	Building Two
Type of Building:		
Setback from Front Lot Line:		
Setback from Rear Lot Line:		
Setback from Side Lot Line (interior):		
Setback from Side Lot Line (exterior):		
Height (metres):		
Dimensions:		
Floor Area:		
Date of Construction:		

**8. SERVICING**

- |                  | <u>Municipal</u>         | <u>Private</u>           | <u>Other</u>             |
|------------------|--------------------------|--------------------------|--------------------------|
| Water Supply     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewage Disposal  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frontage on Road | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is storm drainage provided by:  Sewer  Ditch  Swale  
 Other, describe \_\_\_\_\_

**9. STATUS OF OTHER APPLICATIONS**

Are the subject lands the subject of any other application under the Planning Act?

- yes  no

If yes, what is the file number? \_\_\_\_\_

What is the status of the application? \_\_\_\_\_

**10. DRAWINGS**

The details relating to the plans and information required to be submitted with the application are outlined on the Site Plan Approval Process sheet. The following plans are required:

- LEGAL DESCRIPTION (SURVEY)
- SITE PLAN – 15 COPIES
- LANDSCAPE PLAN
- SITE SERVICING AND GRADING PLAN
- ARCHITECTURAL AND ELEVATIONS DRAWINGS



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**11. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

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**12. AUTHORIZATION**

I/We \_\_\_\_\_ am/are the owner(s) of the subject lands for which this application is to apply. I/We \_\_\_\_\_ do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Registered Owner(s)

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**13. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith 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 \_\_\_\_\_ in the \_\_\_\_\_ of the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Commissioner of Oaths

\_\_\_\_\_

Signature of Registered Owner (s) or Agent

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**14. PERMISSION TO ENTER**

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

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PLEASE CONFIRM ALL PLANNING APPLICATION FEES PRIOR TO SUBMISSION

11/04/2018