

Site Plan Application Form

Applicant:	
Site Location:	
Proposal:	

Mandatory Pre-Consultation: Consultation is required with Planning and other Town and Agency staff prior to submitting a complete application package. Pre-Consultation meeting blocks have been set on a regular schedule – contact Planning Services to discuss availability.

Date of Pre-Consultation: _____

All Sections and Schedules (where applicable) within this application form must be completed and signed. If sections are incomplete, the application will not be accepted and will be returned.

Section 1. Site Plan Application Submission Requirements:

1. **Application Form** with all applicable sections and schedules completed and the form signed
2. **Pre-Consultation Checklist** completed/signed by staff during the pre-consultation meeting
3. **Application Fee(s)** Refer to Section 2 of this form for the calculation criteria for the Town of Oakville, Region of Halton and Conservation Authority (if applicable) application fees.
4. **Cover Letter** outlining the project background and the scope and details of the proposed development. The letter should also confirm that the requested consultation was undertaken with additional departments and agencies as identified during the pre-consultation process and the outcomes of those discussions.
5. **List of Materials Submitted** (as per Section 3) with the titles and information presented in the following listed format: “drawing title, drawing number, revision number and date, name of consultant”
(for example: *Site Plan and Details, A01, R2 01JA2011, ABC Architects* or *Arborist Report, #1234, R0 Jan2011, ABC Tree Specialists*)

NOTE: All subsequent submission of plans and/or studies must be clearly labelled and in larger font size in the title block as the next submission by number – i.e. **2nd SUBMISSION**

6. **Materials (drawings/reports/documents)** Refer to Section 3 of this form for the number of supporting documents required. The type of documents required has been identified through a pre-consultation meeting with staff. All reports, documents and drawings submitted must:
 - a. be in both paper and digital (PDF) format
 - b. be presented in metric measure that can be accurately scaled
 - c. be folded to ‘letter’ or ‘legal’ size format (8.5”x11” or 8.5”x14’)
 - d. be prepared, stamped and signed by a qualified professional architect (for site plan and architectural drawings), engineer (for site plan and engineering drawings/reports), or landscape architect (for landscape and tree protection drawings/reports)
7. **Electronic Documentation (in pdf format)** of all required documents, images and drawings, in addition to the hardcopy sets required (submit 2 usbs containing all materials).
File names must have the following format: “drawing name drawing number.pdf”
(for example: *site plan_A01.pdf* or *arborist report_1234.pdf*)

Section 2. Site Plan Application Fee Calculations:

Town of Oakville Processing Fees: (cheque payable to “Town of Oakville”)

Residential: Detached and Semi-Detached

= **Base & Variable Fee (\$5,902.00)**

per unit = \$5,902.00 x _____ units

TOTAL = _____

Residential: Multiple Attached

= **Base Fee (\$11,805.00) + Variable Fee (based on # of units)**

= \$11,805.00 + (first 25 units @ _____ units x \$589.00 = _____)

+ (units 26-100 @ _____ units x \$157.00 = _____)

+ (units 101-200 @ _____ units x \$120.00 = _____)

+ (units 201-1000 @ _____ units x \$71.00 = _____)*

TOTAL = _____

Note- there is no per unit charge for units over 1,000 *

Non-Residential (Commercial, Employment, Industrial and Institutional)

= **Base Fee (\$11,806.00) + Variable Fee (\$6.34 per m² of new GFA)**

= \$11,806.00 + (m² of new GFA _____ x \$6.34)

TOTAL = _____

**Mixed Use Development (Residential and Commercial/
Employment/Industrial/Institutional)**

= **Base Fee (\$11,805.00) (A)**

Residential Variable Fee (based on # of residential units)

= \$11,805.00 + (first 25 units @ _____ units x \$589.00 = _____)

+ (units 26-100 @ _____ units x \$157.00 = _____)

+ (units 101-200 @ _____ units x \$120.00 = _____)

+ (units 201-1000 @ _____ units x \$71.00 = _____)*

Total Residential Component _____ (B)

**note - there is no per unit charge for units over 1,000*

Commercial/Employment/Industrial/Institutional Variable Fee (based on GFA)

+ (m² of new GFA _____ x \$6.34)

Total Commercial/Employment/Industrial/Institutional Component _____ (C)

Total (A) + (B) + (C) = _____

“A re-circulation fee of 15% of the original application fee will apply to every re-circulation of any Planning Act application, after the third circulation. (ie the re-circulation fee will apply at the fourth re-circulation and every re-circulation required thereafter.) This requirement may only be waived at the discretion of the Director of Planning Services on a individual case basis.”

Region of Halton Review Processing Fees:

- Standard Fee of \$1,117.02 for all classes of development**
The cheque must be made payable to “Region of Halton” and submitted to the Town with the application package for distribution. Of note, a resubmission fee of \$699.45 is required at time of submission of owner-initiated modifications to a site plan application mid-process.

Conservation Authority Review Processing Fees:

- Contact Conservation Halton or Credit Valley Conservation for the determination of the application fee based on the scope of the proposed works.** Where a Site Plan application is for a property which is adjacent to an area where the Conservation Authority has a review responsibility, an additional fee shall be required. The areas of Conservation Authority responsibility are: watercourses, floodplains, wetlands and Lake Ontario shoreline. The cheque must be made payable to “Conservation Halton” or “Credit Valley Conservation” and submitted to the Town with the application package for distribution.

Peer Review Processing Fees:

- The Peer Review process and fee will be identified during the pre-consultation meeting for those applications that will require external review of the submission documents. The cheque must be made payable to “Town of Oakville” and submitted to the Town with the application package.

Site Plan Securities:

- Lump sum site plan securities are to be calculated for on-site works based on the formula below. Off site works are additional to the lump sum calculation and will require a detailed cost estimate. Contact the Planner for the Detailed Cost Estimate template.

Type of Development	Formula
Residential (LR)	\$20,000 per property + essential elements* (itemized)
Residential (MR or HR)	\$75,000 per hectare + \$500 per metre of street frontage
Mixed Use	\$75,000 per hectare + \$500 per metre of street frontage
Commercial	\$50,000 per hectare + \$500 per metre of street frontage
Employment	\$50,000 per hectare + \$500 per metre of street frontage
Institutional	\$50,000 per hectare + \$500 per metre of street frontage

*An “Essential Element” for example could be anything that is unique or out of the ordinary, such as a retaining wall or a significant boundary tree that may be impacted during construction.

Section 3. Site Plan Application Materials Required:

Submission Requirements as identified at the pre-consultation Meeting:

Submission Requirements				
Materials to be Provided:	SITE PLAN (Paper copies plus 2 usbs)			NOTES:
	Required	Paper Copies	Digital	
Plans				
Aerial Photograph(s)	<input type="checkbox"/>	2	2 usb keys	
Survey/Legal Plan	<input type="checkbox"/>	2		
Concept Plan	<input type="checkbox"/>	2		
Draft Plan of Subdivision and/or Draft Plan of Condominium (individual lots and/or units to be shown on draft Plan)	<input type="checkbox"/>			
Site Plan & Site Plan Details	<input type="checkbox"/>	2		
Park/Open Space Concept Plan	<input type="checkbox"/>			
Building Elevations & Renderings	<input type="checkbox"/>	2		
Building Floor Plans (including roof Plan)	<input type="checkbox"/>	2		
Landscape Plan & Details	<input type="checkbox"/>	2		
Pedestrian Circulation Plan	<input type="checkbox"/>	2		
Streetscape Plan	<input type="checkbox"/>	2		
Site Servicing Plan	<input type="checkbox"/>	2		
Grading & Drainage Plan (including topographic information)	<input type="checkbox"/>	2		
Erosion and Sediment Control Plan	<input type="checkbox"/>	2		
Lighting Plan and/or Photometric Plan	<input type="checkbox"/>	2		
Truck Turning Plan	<input type="checkbox"/>	2		
Pavement Markings and Signage Plan	<input type="checkbox"/>	2		
Construction Storage and Staging Plan	<input type="checkbox"/>	2		
Demarcation of limits of natural features (i.e. top-of-bank and/or natural hazards)	<input type="checkbox"/>	2		
Tree Canopy Cover Plan & calculation	<input type="checkbox"/>	2		
Waste Management Plan	<input type="checkbox"/>	2		
Reports and Studies				
Completed Application Form and Fees	<input type="checkbox"/>	2	2 usb keys	
Planning Justification Report/Letter	<input type="checkbox"/>	2		
Character Impact Analysis	<input type="checkbox"/>	2		
Draft Zoning By-law Amendment	<input type="checkbox"/>			
Draft Official Plan Amendment	<input type="checkbox"/>			
Urban Design Brief	<input type="checkbox"/>	2		
Tree Vegetation Study/Arborist Report and Tree Protection Plan	<input type="checkbox"/>	2		

Materials to be Provided:	SITE PLAN (Paper copies plus 2 usbs)			NOTES:
	Required	Paper Copies	Digital	
Functional Servicing Study/Report	<input type="checkbox"/>	2	2 usb keys	
Stormwater Management Study/Report	<input type="checkbox"/>	2		
Environmental Impact Study/Report	<input type="checkbox"/>	2		
Transportation Impact Analysis	<input type="checkbox"/>	2		
Heritage Impact Assessment	<input type="checkbox"/>	2		
Archaeological Assessment	<input type="checkbox"/>	2		
Market Impact Study	<input type="checkbox"/>	2		
Capital Impact Study	<input type="checkbox"/>	2		
Noise & Vibration Study	<input type="checkbox"/>	2		
Geotechnical/Soils Report	<input type="checkbox"/>	2		
Environmental Site Assessment (i.e. Phase 1)	<input type="checkbox"/>	2		
Shadow Impact Analysis	<input type="checkbox"/>	2		
Wind Study/Micro-Climate	<input type="checkbox"/>	2		
Minutes of Applicant-initiated "Public Information Meeting" (see Note g)	<input type="checkbox"/>	2		
North Oakville				
Environmental Implementation Report/Functional Servicing Study	<input type="checkbox"/>			
Map and Accompanying Tables Showing Densities and Designations	<input type="checkbox"/>			
NOUFSMP/Tree Canopy Cover Plan & Calculation	<input type="checkbox"/>			
Planning Statistics Spreadsheet	<input type="checkbox"/>			
Sustainability Checklist	<input type="checkbox"/>			
Transit Facilities Plan	<input type="checkbox"/>			
Area Design Plan	<input type="checkbox"/>			
Executed Adhesion Agreement	<input type="checkbox"/>			
Other				
Sample Materials Board	<input type="checkbox"/>	1		
3-D Computer Model (i.e. SketchUp)	<input type="checkbox"/>		2	
	<input type="checkbox"/>			

Section 4. Site Plan Application Contact Information:

All fields below must be completed. Of note, the Site Plan file coordinator will contact and correspond with the **AGENT** as listed below.

To process this application the **APPLICANT** and the **PROPERTY OWNER** must sign this form at the bottom.

APPLICANT (Full name and address of applicant)	
COMPANY NAME:	
CONTACT NAME(S):	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE NO:	FAX NO:
E-mail Address:	

AGENT (Solicitor, Architect, Engineer, etc.) (Full name and address of primary agent)	
COMPANY NAME:	
CONTACT NAME(S):	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE NO:	FAX NO:
E-mail Address:	

OWNER OF THE SUBJECT SITE (NOTE: REQUIRED ONLY IF DIFFERENT FROM APPLICANT)	
COMPANY NAME:	
CONTACT NAME(S):	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE NO:	FAX NO:
E-mail Address:	

SIGNATURE OF APPLICANT/AGENT

DATE

OWNER'S (SIGNATURE) OR CONSENT LETTER ON LETTERHEAD

DATE

Section 5. Site Plan Application Information and Site Statistics:

LOCATION OF SUBJECT APPLICATION		
MUNICIPAL ADDRESS: (contact Oakville Public Works if no address has yet been assigned)		ROLL NUMBER: PROPERTY RSN #:
LEGAL DESCRIPTION:	LOT(S):	CONCESSION(S):
REGISTERED PLAN:		BLOCK(S)/LOT(S):
REFERENCE PLAN:		BLOCK(S)

SITE DESIGNATIONS AND PREVIOUS DEVELOPMENT APPLICATIONS		
Project Name		
Current Official Plan Designation		
Current Zoning Designation		
Current Special Provision Number		
Current Use of Property		
Recent/Current Zoning Amendment and/or Official Plan Amendment	File #	Approval Date:
	File #	Approval Date:
Previous Site Plan Application(s)	Site Plan #	Approval Date:
	Site Plan #	Approval Date:
Current Committee of Adjustment	CAV #	Approval Date:

BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT

Section 5. *Continued*

SITE INFORMATION AND STATISTICS	
Total Lot Area	m ²
	hectares
Lot Frontage	m

<i>For RESIDENTIAL PROPOSALS</i>		
	Existing	Proposed
Dwelling Unit(s)	units	units
Number of Storeys	storeys	storeys
Gross Floor Area	m ²	m ²
TOTAL GFA (measured within exterior walls)	m ²	
	Permitted	Proposed
Building Height (max)	m	m
Building Coverage (max)	%	%

<i>For NON-RESIDENTIAL PROPOSALS</i>		
	Existing	Proposed
Existing Gross Floor Area (measured within exterior walls)	m ²	m ²
TOTAL GFA (measured within exterior walls)	m ²	
	Permitted	Proposed
Building Height (max)	m	m
Building Coverage (max)	m ²	m ²
	%	%
Landscape Area (min)	m ²	m ²
	%	%
Outside Storage	<input type="checkbox"/> yes / no <input type="checkbox"/>	<input type="checkbox"/> yes / no <input type="checkbox"/>
Number of Standard Parking Stalls (min)		
Number of Barrier-Free Parking Stalls (min)		

SCHEDULE A: Ontario Building Code Design Summary

This form must be completed by the primary design consultant and must accompany the Site Plan Approval Application for **all buildings where Part 3 of the Ontario Building Code applies**.

- Part 3** applies to all buildings occupying an area greater than ten square metres (108 sq.ft.) and
- (a) used for Group A (assembly), Group B (institutional) or Group F, Division 1 (high hazard industrial occupancies, and
 - (b) exceeding 600 square meters (6,460 sq ft.) in building area or exceeding 3 storeys in building height used for major occupancies classified as Group C (residential), Group D (business and personal services), Group E (mercantile) or Group F, Division 2 and 3 (medium and low hazard industrial) occupancies.

Project Location: _____
(Municipal address and lot & plan number)

Use/Activity for which the Structure/Building has been designed:

Design Summary:

Occupancy Classification	Group:	Division:
Building Area	m ² (sq.ft.)	Building Height: storeys
Occupant load	persons	
Building fully sprinklered in accordance with NFPA 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sprinkler system required for conformance to 3.2.2.17 or 18. (1)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sprinkler system supervised by ULC central station?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Basement Sprinklered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Standpipe and hose system provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire alarm system provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire hydrant located within what distance of property line	m	ft.
Siamese connection located within 45 metres of hydrant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Building faces	streets (1, 2 or 3)	See O.B.C. 3.2.2.10
Fire Department access routes designated to	face(s) of the building	See O.B.C. 3.2.5.4 to 3.2.5.6.
Building construction designed to comply with O.B.C. article:	3.2.2.	See O.B.C. 3.2.2.20 to 3.2.2.83

NOTE: Locations of hydrants, Siamese connections and Fire Department access routes must be indicated on the site plan. Failure to provide the required information may delay the application process.

continued ...

Sub-Section 3.2.3. Spatial Separation:

<i>ELEVATIONS</i>	<i>LIMITING DISTANCE</i>	<i>E.B.F. AREA</i>	<i>L/H or H/L greater ratio</i>	<i>% OPENING ALLOWED</i>	<i>F.R.R.</i>	<i>% OPENING ACTUAL</i>
North						
South						
East						
West						
Type of Cladding?	<input type="checkbox"/> Non Combustible <input type="checkbox"/> Combustible					

Site Development Information:

Site plan to indicate proposed grades, elevations of first floor of building, existing grade elevations at perimeter of property at the lot lines, existing elevations at the base of existing trees, catch bas in locations and elevations, drainage patterns (including locations of swales, etc.) and elevations of centre line of public thoroughfare.

Additional Comments:

Signed: _____ Dated: _____
(Designer)

SCHEDULE B: Waste Assessment

As of January 1, 1992, applicants submitting proposals for new Multi-Unit Residential, Industrial, Commercial and Institutional developments (greater than 25 m²) are required to complete this Waste Assessment Form.

A. WASTE ASSESSMENT: For All Non-Residential Uses

The purpose is to identify the types and quantities of waste expected to be generated.

1. Provide a general description of the users' business activities, types of service and products produced and predominant forms of waste generated. [Note: Halton Region will not collect any construction materials or any hazardous, pathological or manufacturing waste. Collection services for garbage are provided for non-hazardous municipal solid waste.]

2. If the proposal is in an existing building, please identify what waste materials are presently separated for recycling.

B. WASTE COMPOSITION: For All Multi-Unit Residential and Non-Residential Uses

Type of Waste Generated	Materials to be Separated & to be Recycled *	No. of containers *	Container Size *	Storage Location of Container(s) (internal/external and must be indicated on the site plan)

*Contact Halton Region Waste Management Services for further information

C. WASTE COLLECTION: For All Multi- Unit Residential and Non-Residential Uses

All waste storage and handling areas as well as access routes for waste collection vehicles must be clearly indicated on the site plan submission. A drawing, to scale, of all waste collection and recycling rooms, as applicable, is also to be indicated on the site plan submission. If possible, all waste materials should be stored internally until the day of collection.

Is private waste collection proposed for this new development? YES NO

Name of Business renting/ leasing the facility: _____
(if applicable)

Signature of Applicant/Agent

Date

To obtain a copy of Halton Region's current Waste Management Guidelines or for any questions regarding waste collection services in Halton Region, contact Halton Region Waste Management Services (905) 825-6000, Toll Free 1-866-442-5866, TTY 905-827-9833 . www.halton.ca

SCHEDULE C: Authorization to File Application and Permission to Enter

Authorization to File Application:

I (We) _____
(owners of the subject lands)

of _____, hereby authorize and instruct
(municipality where you reside)

_____ to submit an application to the
(agent(s))

Planning Department in respect to _____
(municipal address or legal description)

which I (we) am (are) the registered owner(s), and this shall be my (our) good and sufficient authority to act on my (our) behalf.

Signed: _____ Dated: _____

Signed: _____ Dated: _____

Permission to Enter Property:

TO: Planning Department for the Corporation of the Town of Oakville.

I hereby authorize the members of the Site Plan Committee and staff members of the Corporation of the Town of Oakville to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as condition of approval. This is their authority for doing so.

Subject Lands: _____
(municipal address or legal description)

Signed: _____ Dated: _____

Signed: _____ Dated: _____

Notice With Respect to the Collection of Personal Information:

I/We also acknowledge that the information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process this site plan application and forms part of the public record which will be published on the Town of Oakville's website. The name and business address of the applicant and/or authorized agent is public information. Any personal information collected will only be used for the internal processing of this application. Questions about this collection can be made to the Planning Department (905-845-6601).

Signed: _____ Dated: _____

Signed: _____ Dated: _____

SCHEDULE D: For Information – Financial Obligations

The following outlines both the required and potential fees, payments and securities associated with typical site plan application processing and other associated development requirements. Any other obligations will be identified and communicated through the pre-consultation and/or review process.

Application Processing Fees	Amounts / Notes	When to Submit
Town of Oakville Application Fee	Based on calculations in Section 2 Cheque payable to “Town of Oakville”	Required at time of submitting the Site Plan application
Town of Oakville Resubmission Fee	Based on <i>Planning Rates and Fees By-law</i> Cheque payable to “Town of Oakville”	At 3 rd re-submission of Site Plan materials (Director’s discretion)
Town of Oakville Revision Fee	Based on <i>Planning Rates and Fees By-law</i> Cheque payable to “Town of Oakville”	At submission of owner-initiated modifications to proposal
Region of Halton Application Fee	Based on fee amount in Section 2 Cheque payable to “Region of Halton”	Required at time of submitting the Site Plan application
Region of Halton Resubmission Fee	Based on fee amount in Section 2 Cheque payable to “Region of Halton”	At submission of owner-initiated modifications to proposal
Conservation Authority Fee	Fee amount determined by Authority Cheque payable to “Conservation Halton” or “Credit Valley Conservation” (jurisdiction)	Required at time of submitting the Site Plan application
Site Plan Agreement Fees	Amounts / Notes	When to Submit
Site Plan Agreement Preparation Fee	\$8,020.00 (standard form)	If identified as a condition, payment is required just prior to final Site Plan approval
Site Plan Agreement Preparation Fee (Single Detached Dwelling)	\$785.00	
Site Plan Agreement Registration Fee	\$74.30	
Construction Supervision Fee	Based on securities amount (off-site works)	
Cash In Lieu Fees	Amounts / Notes	When to Submit
Cash-In-Lieu of Parkland	determined by Realty Services	If identified as a condition, timing of payment will be provided to applicant
Cash-In-Lieu of Street Trees	determined by Development Engineering	
Cash-In-Lieu of Sidewalks	determined by Engineering	
Cash-In-Lieu of Line Painting	determined by Engineering	
Permit Fees	Amounts / Notes	When to Submit
Site Alteration Permit (and securities)	determined by Development Engineering	If identified as a condition, payment is required prior to permit issuance and prior to final Site Plan approval
Driveway Cut and Road Cut Permits	determined by Engineering	
Sidewalk Closure Permit	determined by Engineering	
Conservation Permit	determined by Conservation Authority	
Region of Halton Service Permit	determined by Region of Halton	
Securities	Amounts / Notes	When to Submit
Landscape Works (100%)	Final amount based on review of cost estimates provide by applicant	If identified as a condition(s), required prior to final Site Plan approval (letter of credit or certified cheque)
On-Site Engineering Works (ratio)		
Off-Site Engineering Works (100%)		
Hydro (damages during construction)	determined by Oakville Hydro staff	
Other	Amounts / Notes	When to Submit
Building Permit Fees	determined by Building Department	Prior to issuance of building permit(s)
Development Charges	determined by Finance Department	If required, payment required prior to issuance of building permit(s)