

# OAKVILLE

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## Site Plan Application

Send your digital application to [planningapps@oakville.ca](mailto:planningapps@oakville.ca)

**February 2026**

**Town of Oakville  
Planning and Development**

1225 Trafalgar Road  
Oakville, ON., L6H 0H3

Phone: 905-845-6601

# FORM 1

Planning and Development  
Town of Oakville

## Full Site Plan Application Form

<b>Applicant:</b>	
<b>Project Name:</b>	
<b>Location:</b>	
<b>Proposal:</b>	

**Pre-Consultation Meeting Date(s):** \_\_\_\_\_

**NOTE:** A pre-consultation meeting is strongly encouraged to provide a high-level review of the application before a formal submission, which can potentially reduce the number of resubmissions. In addition, the pre-consultation meeting will scope the list of plans, reports and studies required by the Official Plan.

**1. Site Plan Guide:** Refer to the [Site Plan Application Guide](#) for more information about the site plan and the scoped site plan process.

**2. Site Plan By-law - [2025-033](#)**

**3. Full Site Plan approval** is required for:

- 3.1. medium and high-density residential developments containing 11 units or more
- 3.2. residential development containing 4 units or more within 300 m of a railway line
- 3.3. residential development containing 4 units or more within 120 m of:
  - 3.3.1. a wetland
  - 3.3.2. shoreline of Lake Ontario
  - 3.3.3. a river or stream valley that has depressed features associated with a river or stream, whether or not it contains a watercourse
- 3.4. all non-residential development
- 3.5. all other types of development unless exempted in the Site Plan By-law
- 3.6. a temporary sales office for the sale of new homes within a draft approved plan of subdivision or condominium
- 3.7. a commercial parking lot

**4. Scoped Site Plan approval** (formerly known as DESP) is required for:

- 4.1. Residential development containing 1 to 3 units within 300 m of a railway line
- 4.2. Residential development containing 1 to 3 units within 120 m of:
  - 4.2.1. a wetland
  - 4.2.2. shoreline of Lake Ontario
  - 4.2.3. river or stream valley that has depressed features associated with a river or stream, whether or not it contains a watercourse
- 4.3. **Do not use this application form** for a scoped site plan; please contact [planningapps@oakville.ca](mailto:planningapps@oakville.ca) for further information.

**5. Applicant Information:**

5.1. Unless otherwise instructed all correspondence and inquiries will be directed to the agent\*

Name	Address	Contact
Registered Owner(s):		Email:
		Phone:
		Mobile:
Applicant:		Email:
		Phone:
		Mobile:
Agent/Planning Consultant*		Email:
		Phone:
		Mobile:
Solicitor:		Email:
		Phone:
		Mobile:
Other (Specify):		Email:
		Phone:
		Mobile:

**6. Location of the Property:**

Municipal Address:		
Lot(s)/Block(s):	Concession:	Registered Plan #:
Reference Plan #:	Part(s)	
Roll #:		

6.1. Details about the Subject Lands:

Frontage(s):	Depth:	Area:
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## 7. Proposal:

7.1. Type of Development – complete this chart

Type	Select
Commercial	
Employment	
Institutional	
Mixed Use	
Residential	
Other (specify):	

7.2. Provide a brief description of the proposed development:

7.3. For residential proposals, including the residential component of a mixed-use proposal, complete this chart:

	Existing (# of units)	Proposed (# of units)
Detached Dwellings		
Semi-Detached Dwellings		
Townhouses - street		
Townhouses - lane		
Townhouse - stacked		
Townhouse – back-to-back		
Townhouse - other		
Apartments – studio		
Apartment – 1 bedroom		
Apartment – 2 bedroom		
Apartment – 3 bedroom		
Other (specify):		
<b>TOTAL</b>		
# of Storeys		
Height (m)		

FSI/Density		
Gross Floor Area (m <sup>2</sup> )*		

\*measured within the exterior walls

7.4. For non-residential proposals, including the non-residential component of a mixed-use development, complete this chart:

	Commercial		Employment		Institutional		Other	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
Gross Floor Area (m <sup>2</sup> )*								
<b>SUB-TOTAL</b>								
<b>TOTAL</b>								
Height (m)								
Coverage (m <sup>2</sup> )								
Coverage (%)								
Landscape Area (m <sup>2</sup> )								
Landscape Area (%)								
Outside Storage								
Parking spaces - standard								
Parking spaces - barrier free								

\*measured within the exterior walls

### 8. Property Information

	List all relevant
Official Plan Designation	
Zoning Designation	
Existing use of the lands	

8.1. Identify the existing buildings or structures on the subject land(s) or adjacent that are “listed” or “designated” under the *Ontario Heritage Act*:

8.2. List all matters registered on title affecting the subject land(s) (i.e. easements, agreements, restrictive covenants):

## 9. Previous Applications

Type	File #	Approval Date
Official Plan Amendment(s)		
Zoning By-law Amendment(s)		
Previous Site Plan application(s)		
Committee of Adjustment(s)		
Parkway Belt West Amendment(s)		
MZO		

### **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.) i n 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.

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

### **Design Summary:**

Occupancy Classification:	Group:	Division
Building Areas (m <sup>2</sup> ):		
Building Height (storeys):		
Occupant load (persons):		

	Yes	No
Building fully sprinklered in accordance with NFPA 13?		
Sprinkler system required for conformance to 3.2.2.17 or 18.(1)?		
Sprinkler system supervised by ULC central station?		
Basement Sprinklered?		
Standpipe and hose system provided?		
Fire alarm system provided?		
Siamese connection located within 45 m of hydrant?		
Fire hydrant located within what distance of the property line?	m	ft.
Building faces (streets):		See O.B.C. 3.2.2.10
Fire Department access routes designated to (faces of buildings):		See O.B.C. 3.2.5.4 to 3.2.5.6
Building construction designed to comply with O.B.C. article:		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.

**Sub-Section 3.2.3. Spatial Separation:**

Elevations	Limiting Distance	E.B.F. Area	L/H or H/L greater ratio	% Opening allowed	F.R.R.	% Opening Actual
North						
South						
East						
West						
Type of Cladding?	Non-Combustible			Combustible		

**AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(name of applicant) (name of City or Town)

in the Region /County/District of \_\_\_\_\_ do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is 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*.

Sworn (or declared) before me at the Region /County/District of \_\_\_\_\_, in the \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_  
(municipality)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Commissioner of Oaths

**OWNERS AUTHORIZATION (if the owner is not the applicant)**

I, we \_\_\_\_\_ being the Registered Owners of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit this/these applications for approval.

Dated: \_\_\_\_\_

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

**PERMISSION TO ENTER THE PROPERTY**

I/we hereby authorize 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.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

**DOCUMENT SUBMISSION FOLLOWING APPEAL RECEIPT**

I, we \_\_\_\_\_

being the Registered Owners of the subject lands agree that within 5 business days of receipt of an appeal of the application to the Ontario Land Tribunal a minimum of 4 hard copies and 1 digital (USB device or download link) of all submission documents will be forwarded to the attention of the Planning & Development Department's Legislative Coordinator. Additional copies may be required to accommodate multiple appellants.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

## ACKNOWLEDGEMENT OF PUBLIC INFORMATION

(by Owner)

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. In accordance with the Act, the Town of Oakville will provide public access to all *Planning Act* applications and supporting information submitted to the Town for review.

I, \_\_\_\_\_  
(print name)

the Owner, hereby agree and acknowledge that the information contained in this application and any supporting information, including reports, studies, and drawings, provided with this application by me, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the Town of Oakville making this application and its supporting information available to the general public, including copying, posting on the Town's web-site and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation, I consent to the Town releasing copies of any of the documentation to additional person, including but not limited to members of Council and ratepayers' associations.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

# Fee Calculation

# FORM 2

**Planning and Development  
Town of Oakville**

Site Plan	Amount	Total
<b>Base Fee</b>	\$15,615.00	
<b>PLUS:</b> Variable fee for all residential development (including residential in a mixed-use building)	Units 1-25 (up to 25 units)      \$1,118/unit Units 26-100 (up to 75 units)      \$299/unit Units 101-200 (up to 100 units)      \$223/unit Units 201+      \$132/unit	
<b>PLUS:</b> Variable fee for all non-residential development (including non-residential development in a mixed-use building)	_____m <sup>2</sup> GFA @\$1,204/100m <sup>2</sup>	
<b>Final Approval Fee</b>	\$4,403.00	To be determined following approval
<b>Preparation of Agreement</b>	\$9,817.00	
<b>Preparation of an Amending Agreement</b>	\$962.00	

<b>Extension to Conditional or Final Approval</b> (1 year)	\$776.00	
<b>Note to File</b>	\$1,000	
<b>Construction Supervision Fee</b>	6% (see fee by-law)	
<b>TOTAL</b>		

**NOTE:** A Re-circulation Fee of 15% of the in-effect application fee will apply to every circulation of any *Planning Act* application, after the third circulation of the original application. (i.e. the circulation fee will apply at the fourth circulation and every re-circulation required thereafter.) This requirement may be waived by the Director of Planning and Development provided the applicant outlines the justification for such a request in writing and undue hardship is demonstrated.

**Peer Review Fees:** The Peer Review process and fee may be identified during the pre-consultation meeting or the processing of the application. The fee will be payable at an appropriate time determined by the Town.

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

\*An "essential element" 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

### Region of Halton

Contact the Region of Halton to determine their application and resubmission fees. Fees are submitted directly to the Region of Halton

### Conservation Authority Review Processing Fees

Contact Conservation Halton or Credit Valley Conservation to determine the application fee based on the scope of the proposed works. Where a development proposal requiring one or more of the planning applications listed in this form 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.

**Contacts:**

**HALTON REGION:** [www.Halton.ca](http://www.Halton.ca) 1151 Bronte Road, Oakville  
 Ontario, Canada L6M 3L1 905-825-6000,  
 Toll free: 1-866-442-5866 Email: [accesshalton@halton.ca](mailto:accesshalton@halton.ca)

**CONSERVATION HALTON:**

2596 Britannia Road West Burlington, ON L7P 0G3

**Tel:** 905-336-1158 **Fax:** 905-336-7014

**Planning dept fax:** 905-336-6684

**Email:** [web@hrca.on.ca](mailto:web@hrca.on.ca) for general inquiries or [enserv@hrca.on.ca](mailto:enserv@hrca.on.ca) for planning related inquiries

**CREDIT VALLEY CONSERVATION:**

1255 Old Derry Road, Mississauga, ON L7P 0G3

**Tel:** 905-670-1615 **Fax:** 905-670-2210