



## TOWN OF SAUGEEN SHORES

### APPLICATION for

- **SITE PLAN**
- **PLAN OF SUBDIVISION**
- **SITE PLAN BUSINESS PARK**

1. Application forms are available from the Town of Saugeen Shores Offices. These forms are also available on the Internet at the Town of Saugeen Shores Web Site ([www.town.saugeenshores.on.ca](http://www.town.saugeenshores.on.ca)). The completed application form and necessary supporting material outlined in Items 2 to 5 below must be received by the Town.

Should you have any difficulty filling out portions of this application, please contact Clerk Department Staff for assistance. Errors in filling out this application may result in delays in the processing of the proposal
2. Failure to provide the requested information on this application may result in your application not being accepted. For some applications, additional information may be required from a qualified professional. For example, proposed applications on lands without municipal sanitary sewer and water services may require engineered site plans and test holes. The costs involved with providing any additional information are the responsibility of the applicant.
3. The application must be accompanied by a legal description of the property and a **PLAN ACCURATELY DRAWN** indicating the scale at which the plan is drawn. (i.e.: 1 cm - 300 metres) and whether metric or imperial measurements are used. The Plan shall show the following (see the example on the back page for clarification):
  - a) the parcel of land that is the subject of the application, its boundaries and dimensions.
  - b) abutting land owned by the applicant/owner, its boundaries and dimensions;
  - c) the distances between the applicant/owners land and municipal lot lines and/or relevant landmarks (i.e.: bridges, railway crossings, etc.);
  - d) the location of all natural and artificial features on the subject land (i.e.: buildings, railways, highways, towers, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, wells, and septic tanks, landscaped areas, fencing, buffer strips, sidewalks and parking spaces);
  - e) the location of any of these features on adjacent lands;

- f) the distance of buildings and structures from the front, rear and side yards;
  - g) the location of any septic tanks and tile beds, the dimensions of any tile beds, the setbacks of the septic system from existing and proposed lot lines, buildings or structure, and any other significant natural features. Please also attach a copy of the "Certificate of Approval" for the septic system, if applicable.
  - h) the use of adjoining land (i.e.: residential, agricultural, cottage, commercial, etc.)
  - i) the location, width, and names of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public traveled roads, private roads, seasonal, opened or unopened road allowances;
  - j) the location and nature of any restrictive covenants or easements affecting the subject land; and,
  - k) plan should include a North arrow.
  - l) the suggested location and calculation of parkland within the meaning of the Planning Act.
  - m) the indication of the phasing and the limits.
4. A cheque, made payable to the Town of Saugeen Shores must be submitted to cover the application fee as listed below:

***Plan of Subdivision  
Administration Fee***

\$150.00 per lot - minimum fee \$3,000.00  
(Minimum fee is based on 20 Lots; fee will increase as # of lots increases)

***Refundable Deposit &  
Invoice for Actual Cost***

\$2,000.00 Deposit + Actual Costs (Deposit to cover engineering and Legal fees whether in-house or out-sourced)

Fee Received Date: \_\_\_\_\_

***Site Plan  
Administration Fee***

\$ .10 per square foot - minimum fee \$500.00  
(minimum fee is based on 5,000 sq. ft - fee will increase as sq footage increases)

***Refundable Deposit &  
Invoice for Actual Costs***

\$1,000 Deposit + Actual Costs  
(deposit to cover engineering & legal fees whether in-house or out-sourced)

*Security*

\$1.00 per square foot is payable as security to ensure that the works are completed in accordance with the Site Plan. The security deposit is refunded upon a Certificate of Completion being issued by the Developer's Engineer.

Fee Received Date: \_\_\_\_\_

5. Once the application is received by the Town of Saugeen Shores, it is circulated to all Department Head Staff for review.

6. The completed application form and supporting documentation should be returned to the attention of the Clerk at:

Town of Saugeen Shores  
600 Tomlinson Drive  
P.O. Box 820  
Port Elgin, Ontario  
N0H 2C0

7. If this application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a Corporation acting without agent of solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed. A sample format for authorization is attached to the rear of this form.

8. Additional fees and costs that may associated with the Site Plan, Subdivision and Building process are attached as Schedule "A" to this document.

**PLEASE NOTE THAT THE ABOVE INFORMATION IS ESSENTIAL INFORMATION FOR DEVELOPMENT APPLICATIONS. FAILURE TO PROVIDE THIS INFORMATION INHIBITS A COMPLETE EVALUATION OF THE PROPOSAL AND MAY RESULT IN A DELAY.**



**TOWN OF SAUGEEN SHORES**

FILE NO: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_

- SITE PLAN
- PLAN OF SUBDIVISION
- SITE PLAN BUSINESS PARK

**APPLICATION FORM**

IF YOU ARE UNABLE TO ANSWER ANY OF THESE QUESTIONS, PLEASE CONTACT THE OFFICE OF THE CLERK FOR ASSISTANCE

1. **Registered Owner's Name:** \_\_\_\_\_  
Address & Postal Code \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
E-mail Address \_\_\_\_\_
  
2. **Applicants Name:** \_\_\_\_\_  
Address & Postal Code \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
E-mail Address \_\_\_\_\_
  
3. **Planner / Consultant:** \_\_\_\_\_  
Address & Postal Code \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
E-mail Address \_\_\_\_\_
  
4. **Engineer's Name:** \_\_\_\_\_  
Address & Postal Code \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
E-mail Address \_\_\_\_\_
  
5. **Send Correspondence to:** Owner \_\_\_\_\_ Applicant \_\_\_\_\_  
Planner \_\_\_\_\_ Engineer \_\_\_\_\_

6. **Location of Property:**

Municipality \_\_\_\_\_  
Former Municipality \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Concession \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_  
Part(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_  
Street / Civic Address \_\_\_\_\_  
Tax Assessment Roll No: 41 - 10 - 4 - - -

7. (A) **Application Type:**

\_\_\_\_\_ Site Plan  
\_\_\_\_\_ Site Plan - Business Park  
\_\_\_\_\_ Plan of Subdivision

(B) **Purpose of Application:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(C) **Relationship (if any) to person(s) named as Registered Owner**  
\_\_\_\_\_  
\_\_\_\_\_

8. **Status of Lands**

Land Registry \_\_\_\_\_  
Land Titles \_\_\_\_\_  
Reference Plan \_\_\_\_\_  
Any Existing Easement / Right of Way \_\_\_\_\_

9. **Plan of Subdivision**

Seeking Draft Approval \_\_\_\_\_ or Draft Plan Approval # \_\_\_\_\_  
Red Line Revision to Draft Plan # \_\_\_\_\_  
Submitted to County of Bruce: \_\_\_\_\_ (Date Submitted)

10. Existing uses of the abutting properties (including properties on opposite side of road allowance): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. What type of access does the land intended to be developed have?  
 Provincial Highway \_\_\_\_\_ County Road \_\_\_\_\_  
 Year Round Municipal Road \_\_\_\_\_ Seasonal Municipal Road \_\_\_\_\_  
 Unopened Road Allowance \_\_\_\_\_ Private Right-of-Way \_\_\_\_\_  
 Other (please specify): \_\_\_\_\_  
 Secondary Access / Egress \_\_\_\_\_

12. What type of hydro service is being provided?  
 Hydro One \_\_\_\_\_ Westario Power \_\_\_\_\_

13. **Services Currently Available**

**DEVELOPED LANDS**

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Septic
<b>Existing</b>						
<b>Proposed</b>						

**SERVICES TO BE MADE AVAILABLE TO THE DEVELOPED LANDS**

<b>Existing</b>						
<b>Proposed</b>						

14. **Storm Sewers**

Are storm water sewers present? Yes \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

15. Date of construction of all buildings and structures on the subject lands: \_\_\_\_\_

16. Does the application require demolition of an existing building?

Yes \_\_\_\_\_ No \_\_\_\_\_

17. Has any land been previously severed from this holding?

Yes \_\_\_\_\_ No \_\_\_\_\_

18. If the answer to Number 17 is YES, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's Name: \_\_\_\_\_

Relationship (if any) to Owner: \_\_\_\_\_

Use of Parcel Severed: \_\_\_\_\_

Date Parcel Created: \_\_\_\_\_

File Number: \_\_\_\_\_

19. Has the parcel intended to be severed ever been or is it now a part of an application for a Plan of Subdivision under Section 51 of the Planning Act, 1990 or its predecessor? Yes \_\_\_\_\_ No \_\_\_\_\_

20. What is the current Zoning on the Property? \_\_\_\_\_

**NUMBERS 21 & 22 MUST BE COMPLETED IN THE PRESENCE OF THE "COMMISSIONER".**

**PLEASE PRINT**

21. I, \_\_\_\_\_, hereby authorize a site visit(s) be undertaken by, but not limited to Staff of the following agencies:

Town of Saugeen Shores  
County of Bruce Planning Department  
Saugeen Valley Conservation Authority  
Grey-Bruce Health Unit

22. I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Agent or Applicant: \_\_\_\_\_

DECLARED BEFORE ME AT THE  
TOWN OF SAUGEEN SHORES  
IN THE COUNTY OF BRUCE, THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
A COMMISSIONER, ETC.

<p><b>FOR OFFICE USE ONLY</b></p> <p>Deemed to be a complete application on: _____ (date)</p> <p>Signature of Municipal Staff: _____</p>
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**Municipal Solicitor**

Waechter, Magwood, Van De Vyvere & Thompson

Mr. George Magwood

215 Durham Street

Walkerton, Ontario

N0G 2V0

**Planning Department**

Bruce County Planning Department

30 Park Street

P.O. Box 848

Walkerton, Ontario

N0G 2V0

**Municipal Engineer**

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

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

Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**THE CORPORATION OF THE TOWN OF SAUGEEN SHORES  
IN THE MATTER OF APPLICATION FOR DEVELOPMENT**

I, \_\_\_\_\_, being the

- Registered Owner(s)
- Executor / Executrix
- Signing Corporate Officer(s)

OF THE LANDS FOR WHICH APPLICATION IS TO BE MADE, HEREBY AUTHORIZE  
AND DIRECT \_\_\_\_\_  
TO ACT AS MY AGENT AND ON MY BEHALF TO APPLY TO THE CORPORATION  
OF THE TOWN OF SAUGEEN SHORES FOR A DEVELOPMENT ON THE LANDS  
HEREIN DESCRIBED.

**Location of Property:**

Municipality \_\_\_\_\_  
Former Municipality \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Concession \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_  
Part(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_  
Street / Civic Address \_\_\_\_\_  
Tax Assessment Roll No: 41 - 10 - 4 - - -

**SIGNED, SEALED AND DELIVERED**  
In the presence of

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

SEAL

**CHECKLIST FOR DEVELOPMENT WITHIN  
TOWN OF SAUGEEN SHORES FOR  
COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL LANDS**

**PROCESS:**

1. Applicant shall pre-consult with Town staff to determine submission requirements.
2. Applicant submits Site Plan and applicable fees to the Town of Saugeen Shores.
3. Staff of the Town of Saugeen Shores will review the Site Plan.
4. Town will notify the Applicant of any required changes to the Site Plan.
5. Site Plan Agreement is prepared by the Town and presented to the Applicant.
6. Applicant signs the Agreement (Applicant is encouraged to obtain legal advice).
7. Site Plan is presented to Council for their review and final approval.
8. Site Plan Agreement is forwarded to the Municipal Solicitor. Municipal Solicitor will undertake a title search of the property and register the Agreement on Title.
9. The Town will forward a registered copy of the Site Plan Agreement to the Applicant.
10. Building Permit may be issued. Applicant must comply with all Zoning and Building Codes. The above do not exempt the Applicant from compliance with any other applicable legislation i.e. Building Code.
11. If building is not constructed, or any item is not completed, within the agreed upon time frame as set out in the Site Plan Agreement the Town will use the securities previously submitted by the Applicant to complete the works.
12. If the development is completed as per the terms of the Site Plan Agreement and the Applicant's Engineer and Town's Engineer agree that Certification of Completion can be issued, the securities are released to the Applicant upon request.

**APPLICABLE FEES:**

Two cheques representing the deposit for Legal, Engineering and Administrative Costs. The non-refundable administration fee is calculated at 10 cents per square foot of the gross floor area of the building, or a minimum of \$500.00 whichever is greater. A deposit of \$1,000.00 is required for the legal and engineering reviews. The Town will invoice the applicant for all engineering and legal fees incurred by the Town for the review and preparing of the site plan. The Applicant is required to top-up the funds to cover any additional cost, and alternatively, any remaining funds will be reimbursed to the Applicant. \$1.00 per square foot of building proposed to be constructed. This is security that is held in trust by the Town of Saugeen Shores to ensure development is constructed in accordance with the Site Plan Agreement.

If external servicing is required, a security deposit, or payment for such improvements will be required by the Town.

Prior to submitting a Site Plan to the Town of Saugeen Shores for approval, please ensure the following are included on the Site Plan:

**SITE PLAN CHECKLIST:** The Site Plan must contain the following information, at minimum:

- 2 copies of the Plan are to be submitted 1 – 24" x 36" and 1 – 8 ½" x 14"
- Name of Engineer or Architect
- Legal Description of Property
- Directional Arrow
- Scale
- Dimensions of property ( a survey may be required )
- Dimensions of proposed building and all existing buildings
- Setbacks from property limits
- Elevations, Direction of Flow of Surface Waters
- Storm Water Management Plan to be prepared by Engineer
- Entrances to comply with municipal standards and must be surfaced with asphalt, cement or paving stone.
- Parking and loading spaces are to be identified. The number of spaces required is outlined in the Town's Zoning By-law. Parking stalls shall be visibly identified including handicapped parking spots.
- Parking Areas, delivery areas and Driveway shall be surfaced with asphalt or cement and or interlocking stone pavers and all parking stalls shall be visually identified.
- Open Storage areas are to comply with Section 3.22 of the Town's zoning by-law.
- Fire Routes are to be paved.
- Location of garbage receptacle
- Location of outdoor lighting
- Location and size of signs
- Planting Area and Visual Screening to be provided in accordance Section 3.15 of Zoning By-law
- Easements required for the construction, improvement or maintenance of water courses, ditches, land drainage works, sanitary sewage facilities, and hydro
- Show water and sewer locations and inverts if possible

Confirm with the local hydro supplier that hydro service is available and adequate for the proposed use.  
Indicate type and volume of waste to be produced by the development.  
Other drawings required: Building Elevations, Lighting Plan, Landscaping Plan, other plans/drawings required in pre-consultation

