



SITE PLAN APPLICATION FORM

For Office Use Only :

FILE NUMBER: _____ DATE ACCEPTED: _____
RELATED FILES: _____

THE UNDERSIGNED HEREBY REQUESTS THE CITY OF WOODSTOCK TO CONSIDER A SITE PLAN CONTROL APPLICATION PURSUANT TO SECTION 41, PLANNING ACT, R.S.O. 1990, AS AMENDED, ON THE LANDS HEREINAFTER DESCRIBED.

ALL OF THE REQUESTED INFORMATION, LISTED BELOW, MUST BE PROVIDED IN ORDER THAT A COMPLETE APPLICATION CAN BE REVIEWED.

PART 1 - GENERAL INFORMATION

1.1 REGISTERED OWNER:

SITE PLAN APPLICATIONS REQUIRE AN AGREEMENT BETWEEN THE OWNER OF THE LAND(S) AND THE CITY OF WOODSTOCK. YOU MUST ACCURATELY IDENTIFY THE LEGAL PROPERTY OWNER AS DESCRIBED ON TITLE TO THE LANDS AFFECTED BY THIS PROPOSAL.

NAME: _____ PHONE: RESIDENCE: _____
IF COMPANY, IDENTIFY PRINCIPAL(S) _____
ADDRESS: _____ BUSINESS: _____
FAX: _____
POSTAL CODE: _____ E-MAIL: _____

1.2 APPLICANT/AGENT (IF OTHER THAN REGISTERED OWNER):

NAME: _____ PHONE: RESIDENCE: _____
IF COMPANY, IDENTIFY PRINCIPAL(S) _____
ADDRESS: _____ BUSINESS: _____
FAX: _____
POSTAL CODE: _____ E-MAIL: _____

ALL COMMUNICATIONS WILL BE SENT TO THOSE LISTED ABOVE. IF YOU DO NOT WISH CORRESPONDENCE TO BE SENT TO THE

___ OWNER ___ APPLICANT/AGENT

PLEASE SPECIFY BY CHECKING THE APPROPRIATE BOX.

NOTE: IF THIS APPLICATION IS SIGNED BY AN APPLICANT/AGENT ON BEHALF OF AN OWNER, THE OWNER'S WRITTEN AUTHORIZATION MUST ACCOMPANY THE APPLICATION (SEE PAGE 5). IF THE APPLICATION IS A CORPORATION ACTING WITHOUT AN AGENT, THE APPLICATION MUST BE SIGNED BY AN OFFICER OF THE CORPORATION AND CORPORATION'S SEAL (IF ANY) MUST BE AFFIXED.

1.3 LOCATION OF SUBJECT SITE: LEGAL DESCRIPTION

LOT(S) No. _____ REGISTERED PLAN No. _____ AND/OR
LOT / BLOCK No. _____ REFERENCE PLAN No. _____ AND/OR
LOT(S) _____ CONCESSION _____ AND/OR
FORMER TOWNSHIP _____

MUNICIPAL / STREET ADDRESS (IF ANY) _____

**1.4 ARE THERE ANY EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIVE COVENANTS THAT AFFECT THE SUBJECT LANDS?**YES ☐NO ☐

IF YES, DESCRIBE THE PURPOSE/EFFECT AND IDENTIFY THE NAME AND ADDRESS OF THE PERSON/GROUP/COMPANY WHO BENEFIT FROM THE EASEMENT, RIGHT-OF-WAY OR COVENANT:

1.5 HAVE THERE BEEN ANY PREVIOUS SITE PLAN OR DEVELOPMENT AGREEMENTS REGISTERED AGAINST THESE LANDS?YES ☐NO ☐

IF YES, DESCRIBE THE YEAR, FILE NUMBER (IF KNOWN) AND PARTICULARS:

1.6 DO THE SUBJECT LANDS FRONT ONTO A COUNTY ROAD?YES ☐NO ☐

IF YES, PLEASE CONTACT THE COUNTY PUBLIC WORKS DEPARTMENT TO OBTAIN INFORMATION ON ENTRANCE REQUIREMENTS AT PUBLICWORKSDEVELOPMENT@OXFORDCOUNTY.CA, OR 519-539-9800, EXT. 3900.

PART 2 – LAND USE INFORMATION**2.1 PRESENT USE(S) OF SUBJECT SITE: INDICATE IF VACANT**YES ☐NO ☐

2.2 NATURE OF PROPOSED DEVELOPMENT OR USE:☐ COMMERCIAL☐ INDUSTRIAL☐ RESIDENTIAL☐ OFFICE☐ INSTITUTIONAL☐ OTHER (PLEASE SPECIFY BELOW)

Use(s)

2.3 DOES THE PROPOSED DEVELOPMENT INCLUDE THE DEMOLITION OF EXISTING BUILDINGS OR PARTS OF BUILDINGS?YES ☐NO ☐**2.4 IS THE PROPOSAL AN ADDITION TO AN EXISTING BUILDING?**YES ☐NO ☐**2.5 ARE ANY OF THE BUILDINGS DESIGNATED AS BEING HISTORICAL AND/OR HISTORICALLY SIGNIFICANT?**YES ☐NO ☐**2.6 ZONING BY-LAW**

APPLICABLE ZONE(S)

[FOR EXAMPLE – SPECIAL HIGHWAY COMMERCIAL (C4-12)]

PART 3 – PREVIOUS USES**3.1 HAS THERE BEEN AN INDUSTRIAL OR COMMERCIAL USE ON THE SUBJECT LAND OR ADJACENT LANDS?**YES ☐NO ☐UNKNOWN ☐**3.2 HAS THE GRADING OF THE SUBJECT LAND BEEN CHANGED BY ADDING EARTH OR OTHER MATERIAL?**YES ☐NO ☐UNKNOWN ☐



3.3 HAS A GAS STATION BEEN LOCATED ON THE SUBJECT LAND OR LAND ADJACENT TO THE SUBJECT LAND AT ANY TIME?

YES ☐NO ☐UNKNOWN ☐

3.4 HAS THERE BEEN PETROLEUM OR OTHER FUEL STORED ON THE SUBJECT LAND OR LAND ADJACENT TO THE SUBJECT LAND?

YES ☐NO ☐UNKNOWN ☐

3.5 IS THERE REASON TO BELIEVE THE SUBJECT LAND MAY HAVE BEEN CONTAMINATED BY FORMER USES ON THE SITE OR ADJACENT SITES?

YES ☐NO ☐UNKNOWN ☐

3.6 HAS THE LAND EVER BEEN SUBJECT OF AN ENVIRONMENTAL ORDER SUCH AS A CONTROL, STOP, PREVENTATIVE, CLEAN-UP OR PROHIBITION ORDER?

YES ☐NO ☐UNKNOWN ☐

3.7 HAVE YOU EVER BEEN ADVISED FORMALLY, OR INFORMALLY, BY THE MINISTRY OF ENVIRONMENT AND ENERGY OR ANOTHER SOURCE THAT THE PROPERTY IS OR MAY BE CONTAMINATED?

YES ☐NO ☐UNKNOWN ☐

NOTE: IF YES HAS BEEN ANSWERED TO ANY OF THE ABOVE QUESTIONS, A PREVIOUS USE INVENTORY IS NEEDED, SHOWING ALL FORMER USES OF THE SUBJECT LAND, OR IF APPROPRIATE, THE ADJACENT LAND.

REPORT ATTACHED:

YES ☐NO ☐

3.8 WHAT INFORMATION DID YOU USE TO DETERMINE THE ANSWERS TO THE ABOVE QUESTIONS?

PART 4 – SITE DEVELOPMENT DATA

NOTE: THE FOLLOWING INFORMATION IS REQUIRED TO FACILITATE THE PLAN REVIEW. CONSULT WITH THE CITY ENGINEERING DEPARTMENT, OR CITY PLANNER, IF NECESSARY.

4.1 ZONE REGULATIONS (PLEASE SPECIFY WHETHER DIMENSIONS ARE IMPERIAL OR METRIC).

ZONE: _____

ZONE REGULATION	REQUIRED	PROPOSED
FRONTAGE (MINIMUM)		
AREA (MINIMUM)		
DEPTH (MINIMUM)		
COVERAGE (%) - MAXIMUM		
FRONT YARD SETBACK (MINIMUM)		
REAR YARD SETBACK (MINIMUM)		
INTERIOR SIDE YARD SETBACK (MIN.)		
EXTERIOR SIDE YARD SETBACK (MIN.)		
ARTERIAL ROAD SETBACK (MIN.) - FRONT YARD		



ZONE REGULATION	REQUIRED	PROPOSED
- EXTERIOR SIDE YARD		
LANDSCAPED OPEN SPACE (%)		
BUILDING HEIGHT (MAX.)		
GROSS FLOOR AREA (MAX.)		
PARKING ON-SITE SPACES LOADING SPACE(S)		
OTHER _____ _____		

4.2 ADDITIONAL INFORMATION – THE FOLLOWING SUBSECTIONS MUST BE COMPLETED FOR EACH SPECIFIC USE.

(A) MULTI-FAMILY RESIDENTIAL USES

- DWELLING UNIT INFORMATION:

TYPE	NUMBER	FLOOR AREA (M ² / FT ²)
BACHELOR		
ONE BEDROOM		
TWO BEDROOM		
THREE BEDROOM		

- OTHER FACILITIES PROVIDED (PLAY AREA/FACILITIES, UNDERGROUND PARKING, SWIMMING POOL, ETC.)

(B) COMMERCIAL & INDUSTRIAL USES [IF RESIDENTIAL USE IS ALSO PROPOSED, COMPLETE PART A) ABOVE].

- SEATING CAPACITY (FOR RESTAURANTS, ASSEMBLY HALLS, ETC.) _____
- OPEN STORAGE PROPOSED / REQUIRED? YES ___ NO ___
- ANTICIPATED FIRE FLOWS AND/OR PROCESS FLOW USAGE _____ NOT KNOWN ___
- DO YOU ANTICIPATE ANY CONFLICTS WITH THE SEWER USE BY-LAW 2719-87 (SEE ATTACHED)?
YES ___ NO ___ NOT KNOWN ___

(C) INSTITUTIONAL USES

- IF USE CONTAINS A RESIDENTIAL COMPONENT, NUMBER OF BEDS PROPOSED _____

(D) OTHER USES – PLEASE PROVIDE DETAIL BELOW:



PART 5 – AUTHORIZATION / DECLARATION

AUTHORIZATION OF OWNER(S) FOR APPLICANT/AGENT TO MAKE THE APPLICATION

I/WE, _____, AM/ARE THE OWNER(S) OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR SITE PLAN AND I/WE AUTHORIZE _____, TO MAKE THIS APPLICATION ON MY/OUR BEHALF.

DATE _____

SIGNATURE OF OWNER(S) _____

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/WE _____ OF THE _____
OF _____ IN THE _____ OF _____,

DO SOLEMNLY DECLARE THAT:

ALL OF THE STATEMENTS CONTAINED IN THIS APPLICATION FOR SITE PLAN CONTROL 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 THE _____

OF _____ IN THE

_____ OF _____

THIS _____ DAY OF _____ 20____

OWNER/APPLICANT

A COMMISSIONER FOR TAKING AFFIDAVITS

SITE PLAN SUBMISSION CHECK LIST

(To view the full Site Plan Submission Guidelines, please visit:

<https://www.oxfordcounty.ca/en/services-for-you/resources/Community-Planning/WDSK/App-Forms/Site-Plan-Submission-Guidelines.pdf>)

PLEASE ENSURE ALL BOXES ARE CHECKED BEFORE SUBMITTING YOUR APPLICATION

1. SITE PLAN APPLICATION FORM – Filled out entirely

- ☐ Name on application is as it appears on title to the property
- ☐ If the Owner is a company, the owner's name is listed as well as the company name
- ☐ Form is signed and commissioned
- ☐ Authorization of Owner to Applicant is Complete (see Section 3, below)

2. FEE - Cash or Cheque payable to County of Oxford

- ☐ New site plan application fee \$2,500.00 + \$2,600.00 Public Works review fee, totaling **\$5,100.00 -OR-**
- ☐ Amendment to a previous site plan \$850.00 + \$1,550.00 Public Works review fee, totaling **\$2,400.00**

3. AUTHORIZATION FORM – (Application Section 5)

Required only if someone other than the owner is making the application.

- ☐ Company names may NOT be used to provide authorization, and must include the individual's name that is providing the authorization on behalf of the company. Also, you cannot provide authorization to a company, you must specify a specific person within the organization.

4. DRAWINGS - MUST BE FOLDED AND COLLATED

Rolled plans will NOT be accepted, and may be returned, potentially delaying your application.

- ☐ One 11" x 17" full drawing set
- ☐ Digital Submission of detailed drawing set
- ☐ Four (4) full-sized (24 x 36 inch) copies of the detailed drawing sets including:
 - ☐ Site Plan x4
 - ☐ Landscape Plan x4
 - ☐ Utility, Grading & Servicing Plan x4
 - ☐ Elevation Plan x4
 - ☐ Studies & Reports x4