

**Fees as of January 2026:****Site Plan Control - \$4,760.00**(Fee Breakdown: \$1,710 Town, \$450 County, \$2,600<sup>2</sup> PW)**Site Plan Amendment - \$2,130.00**(Fee Breakdown - \$430 Town \$150 County \$1,550<sup>2</sup> PW)

\*See last page for additional fees and/or deposits



File No: \_\_\_\_\_

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

Date Deemed Complete: \_\_\_\_\_

**Town of Ingersoll****Application for Site Plan Approval** **OR (Please check one)****Application for Site Plan Amendment** 

The undersigned hereby request the Town of Ingersoll to consider a Site Plan Control Application pursuant to Section 41 of the *Planning Act* on the lands hereinafter described.

**1. Background Information****a) Applicant Information**

Applicant's Name:

Applicant's Address:

Telephone Number:

Alternate Phone Number:

Email Address:

**b) Registered Owner (if other than Applicant)**

Owner's Name:

Owner's Address:

Telephone Number:

Alternate Phone Number:

Email Address:

**c) Location of Subject Land**

Lot Number(s):	Plan No. or Concession:
Part Number(s):	Reference Plan:
Street Address (if any):	
The subject land is located on the _____ side of the street lying between _____ Street and _____ Street.	
P.I.N.:	
Have any previous Site Plan or Development Agreements been registered against these lands? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If yes, indicate year: _____ file number (if known): _____, and any particulars: _____ _____	

**d) Existing Use of the Subject Property**

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**e) Specific Indication of Proposed Uses of Land and Buildings**

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**f) Official Plan Designation (where applicable)**

Schedule I – 1 – Land Use Plan:

Schedule I – 2 – Residential Density Plan:

**g) Zoning By-Law**

Existing Zoning:

Requested Zoning:

**2. Site Information**

**a) Zoning Provisions**

**Required**

Zoning By-law 04-4160, as amended

**Proposed**

**Proposed**

Lot Frontage	_____	_____	_____
Lot Depth	_____	_____	_____
Lot Area	_____	_____	_____
Lot Coverage	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Interior Side Yard	_____	_____	_____
Exterior Side Yard (corner lot)	_____	_____	_____
Landscaped Open Space (%)	_____	_____	_____
No. of Parking Spaces	_____	_____	_____
No. of Loading Spaces	_____	_____	_____
Width of Planting Strip	_____	_____	_____
Driveway Width	_____	_____	_____
Accessible Spaces	_____	_____	_____
Other (Specify)	_____	_____	_____

**b) Off-Street Parking and Loading Facilities**

Total number of off-street existing parking spaces:

Number of proposed off-street parking spaces (include existing & proposed):

Number of off-existing street loading facilities:

Number of proposed off-street loading facilities (include existing & proposed):

**c) Proposed Building Size**

Ground Floor Area of Existing Building(s):

Ground Floor Area of Proposed Development:

Total Ground Floor Area (including existing & proposed):

**3. Complete as Applicable****a) Multi-Use Residential**

Landscaped Area: \_\_\_\_\_ sq. m.

Conversion or Addition to Existing Residential Buildings: Yes  No

Amenity and/or Children's Play Area: Yes  No

Unit Breakdown		
Type	Number of Units	Floor Area of Unit Type
Bachelor		
One-Bedroom		
Two-Bedroom		
Three-Bedroom		

Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.)

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**b) Commercial/Industrial Use**

No. of Buildings Proposed:

Conversion or Addition to Existing Building: Yes  No

Describe Gross Floor Area (breakdown by type of use, e.g. - office area, retail, storage, manufacturing area, etc.):

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Seating Capacity (for rest, or assembly hall, etc.):

Describe the Type of Business Proposed:

No. of Staff Proposed – Initially: \_\_\_\_\_ In Future (5 yrs.): \_\_\_\_\_

Open Storage Required: Yes  No

Describe Type, Location, and Buffering (if any):

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Phasing, if any:

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**If residential use is proposed as part of, or accessory to the commercial/industrial use, please also complete Sec. 3 a)**

**c) Institutional, Open Space or Other Uses**

Describe Type of Use Proposed:

No. of Beds (if applicable): \_\_\_\_\_

Gross Floor Area by Type of Use (e.g. office, common rooms, storage, etc.): \_\_\_\_\_

Landscaped Area: \_\_\_\_\_ sq. m.

#### 4. Authorization

Note: The property owner or the authorized agent must complete the application. When an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

##### a) Authorization of Owner(s) for Applicant/Agent to Make the Application (where applicable)

I / We, \_\_\_\_\_, of \_\_\_\_\_  
(name of owner/signing authority) (company, if applicable)

am/are the owner(s) of the land that is the subject of this application, and I/We authorize

\_\_\_\_\_, of \_\_\_\_\_ to make this  
(name of applicant) (company, if applicable)

application on my/our behalf.

Date \_\_\_\_\_ Signature of Owner(s)/Signing Authority \_\_\_\_\_ Signature of Owner(s) \_\_\_\_\_

##### b) Affidavit

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of  
Owners Name(s) Town/City

\_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_  
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and I/We 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.

Date \_\_\_\_\_, 20\_\_\_\_\_

Signature of Owner/Applicant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Commissioner for Taking Affidavits, etc.

### c) Site Plan Registration

I/We acknowledge that the Site Plan Agreement shall be registered and that should I/we choose to have the Town of Ingersoll register the Site Plan Agreement it will be at an additional expense to the Owner.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

#### **Submission Checklist:**

Please refer to the Town of Ingersoll's Site Plan Approval Guidelines for further information on Ingersoll's approval process and site plan application requirements.

- Complete application<sup>1</sup>
- Commissioner of Oaths signature

#### **Plan Drawings:**

- Site Plan Drawings
- Landscaping and Drainage Plan (Storm Water Management)
- Site Servicing Plan
- Elevation and Cross Section Drawings (if required)
- THREE** full-size printed copies of all plans and drawings (Full-size copies **MUST BE FOLDED**)
- Digital copies of all drawings and reports
- Application Fee paid in accordance with the following:
  - Site Plan Control Fee: **\$4,760.00** (plus the cost of site plan registration)  
(Includes \$445.00 Site Plan Control Agreement preparation fee, all payable upon submission of the application)
  - Site Plan Amendment **\$2,130.00** (plus the cost of site plan registration)

- Peer Review Deposit<sup>3</sup> paid in accordance with the following:
  - Site Plan - Minor: \$5,000.00
  - Site Plan Amendment: \$5,000.00
  - Site Plan - Major: \$10,000.00

#### Additional Information/Fees:

- Site Plan Review 3<sup>rd</sup> Engineering submission and thereafter - \$500
- Staff Inspection for Certification - \$250 each
- Security Deposit – Per Development Administration Policy

**1Please note:** further drawings/reports may be required at the discretion of Town Staff for an application to be considered complete. In addition, development charges may also apply at the time of the building permit.

**2Oxford County Public Works Review Fee + Oxford County Public Works Water Wastewater Modelling Fee**

**3Balance refundable in accordance with the Peer Review Administration Policy**