

# TOWNSHIP SITE PLAN APPLICATION FORM

**Please consult with the Township of Norwich's Building Department  
and/or the County of Oxford's Community and Strategic Planning Office  
before submitting an application for Site Plan Approval.**

## **EXPLANATORY NOTE**

This application is required for all new construction on property that has been designated by the Township of Norwich as a Site Plan Control Area, under By-law No. 14-2006, pursuant to Section 41, Planning Act, R.S.O. 1990, as amended. All submissions for Site Plan Control review must meet the requirements of the Township of Norwich Zoning By-law.

A Site Plan application must be filed for an addition to a building or structure, or a change in use, on a property that has the effect of substantially increasing the building size (by more than 25% of the gross floor area). Also, an application is required for the construction of, or addition to, a commercial parking lot resulting in five (5) or more parking spaces.

## **PRECONSULTATION AND REVIEW PROCESS:**

The applicant (or agent) shall discuss their proposal with the staff of the Township of Norwich Building Department and the County of Oxford's Community and Strategic Planning Office prior to plan preparation. It may be necessary to obtain advice on appropriate Official Plan land use policy and applicable Zoning By-law regulations. This pre-consultation meeting will assist the applicant in preparing a Site Plan proposal that properly locates the building envelope for new buildings and structures prior to the preparation of grading and servicing drawings.

After a completed application is filed, it will be circulated to municipal officials and other related agencies (Conservation Authority, etc.), as required, for their review and comments. After a brief circulation, a meeting will be convened as soon as possible, and the applicant will be invited to attend this meeting to receive the municipal and agency comments. Following that meeting, correspondence will be conveyed to the applicant indicating whether the Site Plan drawings are acceptable, and can proceed to final approval, or require revisions. Details of any required revisions will be provided in writing. Where applicable, amendments to a previously approved / registered Site Plan will follow a similar review process.

Approval of the Site Plan drawing(s) will be considered by the Township Council at a meeting of Council. Approval may be subject to more changes to address Council's concerns and may involve more than one meeting with Council. Public notice to neighbouring property owners and occupants may be required. Once the final plan is approved, the applicant will be required to complete a Site Plan Agreement (or Amendment Agreement where necessary) with the Township of Norwich. The Site Plan Agreement must be registered on title.

**WHERE TO FILE:**

This application form must be filed in duplicate, with the required number of drawings and other documents, at:

Township of Norwich  
Municipal Office  
P.O. Box 100,  
210 Main Street East  
Otterville, ON N0J 1R0  
Phone: (519) 863-2709  
Fax: (519) 879-6385  
Website: [www.twp.norwich.on.ca](http://www.twp.norwich.on.ca)

County of Oxford  
Community and Strategic Planning Office  
415 Hunter Street  
P.O. Box 397 Court House  
Woodstock, Ontario N4S 7Y3  
Telephone: (519) 539-9800  
Fax: (519) 537-5513  
Website: [www.county.oxford.on.ca](http://www.county.oxford.on.ca)

**PROCESSING FEE:**

Application processing fee (Jan. 2006) is: \$ 300.00.

For a development proposal on land already subject to an existing approved Site Plans and a registered Site Plan Agreement, the Site Plan Amendment application fee (Jan 2006) is: \$ 100.00.

A deposit of \$2,000.00 shall accompany each application.

The application fee (and deposit) shall be paid in cash or a cheque made payable to –  
“**Treasurer, Township of Norwich.**”

**WHO CAN APPLY:**

The application shall be completed by the property owner, or their authorised agent. Where the application is being made by an agent, the written authorisation of the owner must accompany the application documentation. If the application is made in conjunction with an existing agreement of purchase and sale, a copy of the said agreement must be attached. The agreement will remain confidential.

**DOCUMENTS AND SUBMISSION SPECIFICATIONS:**

A completed application must include thirteen (13) FOLDED copies of the detailed Site Plan drawing set, and two (2) copies of a reduced (11 x 17 inch) drawing set, that illustrate the proposed site design, landscaping design, utility servicing, existing or proposed site grading and building elevations.

Site Plan drawings shall be printed in black and white. Coloured drawings and artistic or architectural renderings may be accepted for presentation purposes only and will not be returned to the applicant.

Drawings submitted with an application must include:

- A certified plan of survey for the property, or appropriate survey details;
- All existing natural features, vegetation and ground elevation contours;
- The proposed locations of buildings, and any driveways, parking areas and pedestrian paths located both on the property and on the boulevard adjacent to the property; and
- Site data such as lot area, setbacks, coverage, landscaped open space and building height to demonstrate compliance with the regulations of the Zoning By-law.

The complete drawing details and required information to be shown are provided on the next few pages.

**DRAWING DETAILS**

SIZE:

All drawing submissions are to be made to scale and printed to a maximum size of 24" by 36". Reduced copies are to be 11" by 17".

FORMAT:

All drawings are to be printed in black and white.

Drawings are to be collated (sorted into sets and stapled together) and folded to fit into a legal-size file folder.

Digital drawing formats (AutoCAD, etc.) referenced to a geodetic survey control network are optional.

DRAWING TYPES:

a) Site and Landscape Plan

The Site Plan and Landscape Plan may be submitted as one drawing, unless advised otherwise by municipal staff.

i) Site Plan details include:

- (optional) Small Township of Norwich “Key Map” showing location of the subject property and providing a neighbourhood context for the site.
- Title, legal description, municipal address, author, client/owner, drawing number, drawing date and revision history.
- Directional indicator (north arrow) and representative scale.
- Street centre line and curb line of adjacent streets, sidewalks and existing road allowance.
- Land dedications required for road allowance widening purposes, or future widening, in accordance with municipal policy.
- Dimensions of the subject property.
- The location and width of existing easements and proposed easements. Their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labelled with bearings and distances and tied to project site boundary lines.
- Location and dimension of all:
  - i. proposed buildings and structures (including parking facilities);
  - ii. proposed yards (front, rear, interior and exterior) relative to all buildings and structures;
  - iii. garbage storage and collection areas;
  - iv. loading space areas and ramps;
  - v. parking areas and spaces, with an appropriate numbering scheme, and dimensions of setbacks from property lines;
  - vi. accessways and driveways showing on-site traffic flows;
  - vii. snow storage areas;
  - viii. pedestrian and vehicular building entrances.
  - ix. existing and proposed grades;
  - x. free-standing signs;
  - xi. pedestrian walkways adjacent to and on-site;
  - xii. adjacent bodies of water (rivers, creeks and streams); and,
  - xiii. floodplain and regulatory fill line as established by the Conservation Authority.

ii) Landscape Plan

Where necessary, the base mapping for the Landscape Plan must be the proposed final Site Plan.

A separate Landscape Plan may be required where substantial amounts of landscaping are proposed, or where substantial existing vegetation is affected preserved/removed by the development, or where otherwise warranted. In either case, the Township of Norwich’s Landscaping Specifications are to be consulted and adhered to in the preparation of this plan.

Landscape Plan details include:

- Location of all existing and proposed trees and shrubs using symbolic representation (reflecting mature canopy spread);
- Township of Norwich planting detail drawings for coniferous and deciduous trees and shrubs
- Complete list of all tree and shrub species, including common name, botanical name, quantity, size and condition at planting.

b) Utility and Services Plan

The utility and services plan must include details concerning the existing and proposed site elevation grades, proposed sanitary sewer, storm drainage, water delivery and electrical delivery systems for the development, or each phase of development.

Utility and Services Plan details include:

Sanitary services details must show the location, direction, size and grade associated with –

- existing and proposed sanitary pipes from existing and proposed building(s) to private drain connections with municipal sewers;
- private drain connections to municipal sewers;
- control access points (“manholes”) to be located at the street line on private property; and,
- all control access point (“manhole”) invert and finished grade elevations.

Storm drainage services details must show the location, elevation/grade, direction and size (where relevant) associated with –

- stormwater management retention and detention ponds;
- catch basins (grates and inverts);
- control access points (“manholes”);
- drainage piping;
- private drain connections;
- drainage swales (with sample elevation points and description of percent grade or slope);
- overland water flows across property, along property lines and at key points on-site and to adjacent properties;
- overland flows from adjacent properties (if any);
- weeping tiles and direction of water flows associated therewith.

Water services details must show the location, elevation/grade, direction and size (where relevant) associated with any existing or proposed water services for all phases of the development project.

Electrical services details must show the location of any transformers, electrical vaults, secondary services and meters. Entry points into buildings must be shown.

c) Building Elevation Plan(s):

Building elevation, or profile, plans must be submitted for all residential buildings containing more than four (4) dwelling units and all commercial, industrial and institutional buildings with a gross floor area of greater than 300 square metres (3230 sq. ft).

Building Elevation Plan details include:

- all façades of the building(s), and the front façade of any buildings on adjacent property, showing elevations, heights, slopes, etc.;
- all windows, doors, other openings, and any mechanical equipment and equipment rooms on the roof;
- signs and graphics-supporting structures, with size and height dimensions;
- longitudinal cross-section view through the building(s) to the street line;
- proposed construction material (steel, brick, stone, glass, etc.) for exterior walls, roof, doors, etc., as well as the design style of any painted or pre-manufactured surfaces; and,
- location and style of exterior lighting attached to buildings and structures.

FILE NO. \_\_\_\_\_

REC'D: \_\_\_\_\_

DATE APPLICATION CONSIDERED

COMPLETE: \_\_\_\_\_

**TOWNSHIP OF NORWICH  
SITE PLAN APPROVAL APPLICATION FORM**

The undersigned hereby requests the Township of Norwich to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described. The undersigned agrees to submit with the application a copy of the current Deed for the subject property, in order to assist in the preparation and registration of the required Development Agreement.

**1. BACKGROUND INFORMATION**

a) Applicant Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

b) Registered Owner: (if other than applicant)

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

Address \_\_\_\_\_

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

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

c) Location of Subject Land:

Lot Number(s) \_\_\_\_\_ Plan No. or Concession \_\_\_\_\_

Part Number(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_

Lot Number(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_

Street Address (if any) \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of the street between  
\_\_\_\_\_ and \_\_\_\_\_.

Property Identification Number (P.I.N): \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

d) New Development \_\_\_\_\_ or Expansion of Existing Development \_\_\_\_\_

If new, is any demolition proposed for existing buildings on the site? Yes \_\_\_ No \_\_\_

Are there previous Site Plan or development agreements registered against the subject  
lands?

Yes \_\_\_ (File no. \_\_\_\_\_) No \_\_\_

e) Existing use of Subject property

\_\_\_\_\_  
\_\_\_\_\_

f) Proposed uses of land and buildings

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) County of Oxford Official Plan Land Use Designation

Schedule "N-1" Township Land Use Plan \_\_\_\_\_

Schedule "N-2" Village of Norwich Land Use Plan \_\_\_\_\_

Other Schedules and Appendices \_\_\_\_\_

\_\_\_\_\_

h) Township of Norwich Zoning By-law No. 07-2003-Z:

Existing Zoning \_\_\_\_\_

Requested Zoning \_\_\_\_\_

If related to a recent or current Zone Change application, please indicate the

File No. \_\_\_\_\_ Status \_\_\_\_\_

**2. SITE INFORMATION**

**Note:** Under Parts 2(a) and 2(b) below, where the proposed dimension / feature does not meet the By-law regulation, a Minor Variance(s) shall be required. No decision on the application can be made without first securing approval of the Minor Variance(s).

a) <u>Zoning Provisions</u>	<u>REGULATION</u> by Zoning By-law 07-2003-Z	<u>PROPOSED</u>
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	_____	_____
Handicap Spaces	_____	_____
Other (Specify)	_____	_____
Minimum Distance Separation (MDS)		
Distances, if applicable.	_____	_____
To Barn	_____	_____
To Manure Storage Facility	_____	_____

Off-Street Parking and Loading Facilities

Total number of off-street parking spaces existing: \_\_\_\_\_

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

Number of off-street loading facilities existing: \_\_\_\_\_

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

2 b) Proposed Building Size:

Ground Floor Area of Existing Buildings(s) \_\_\_\_\_  
Ground Floor Area of Proposed Development \_\_\_\_\_  
Total Ground Floor Area (including existing & proposed) \_\_\_\_\_  
Number of Storeys proposed \_\_\_\_\_  
Building Height Proposed \_\_\_\_\_  
Total Gross Floor Area Proposed (including existing and proposed) \_\_\_\_\_

3. **COMPLETE AS APPLICABLE:**

a) Multiple Family Residential – (check here \_\_\_ if **not** applicable)

Landscaped Area \_\_\_\_\_ sq m (or sq.ft.)  
Conversion or Addition to Existing Residential Buildings Yes \_\_\_\_\_ No \_\_\_\_\_  
Amenity and/or Children's Play Area Yes \_\_\_\_\_ No \_\_\_\_\_

*UNIT BREAKDOWN*

<i>Type</i>	<i>Number of Units</i>	<i>Floor area of Unit Type (sq. m. or sq. ft.)</i>
Bachelor	_____	_____
One-Bedroom	_____	_____
Two-Bedroom	_____	_____
Three-Bedroom	_____	_____

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

b) Commercial / Industrial Uses – (check here \_\_\_ if **not** applicable)

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.) \_\_\_\_\_  
Seating Capacity (for restaurant or assembly hall, etc.) \_\_\_\_\_  
Describe 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) \_\_\_\_\_

Phasing if any \_\_\_\_\_

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

c) Institutional, Open Space or Other Uses –

(check here \_\_\_ if **not** applicable)

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. (or sq.ft.)

**4. AUTHORIZATION**

NOTE:

The property owner or his authorized agent must complete the application. Where 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.

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.

\_\_\_\_\_  
DATED

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

**5. DECLARATION:**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of  
(name) (Township/City)  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
(name of municipality) (County/Region) (Name of County/Region)

**DO SOLEMNLY DECLARE THAT:**

All of the statements contained in this application 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 \_\_\_\_\_  
(Township/City) (name of municipality)

in the \_\_\_\_\_ of \_\_\_\_\_  
(County/Region) (Name of County/Region)

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_. \_\_\_\_\_  
*Signature of Owner/Applicant*

\_\_\_\_\_  
A Commissioner for Taking Affidavits, Etc.

## CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information that shall be provided on the site plan drawing. Please check each item that applies.

- Site plan scale at a maximum 1:200 and a minimum of 1:300.
- All measurements must be in metric.
- Location / Key map 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description [Lot and Plan number including Property Identification Number (PIN).]
- Site Plan and Building Statistics:
  - Zoning Category / Symbol
  - Lot Area
  - Lot Coverage – proposed and permitted
  - Gross Floor Area – proposed and required
  - Gross Leasable area (if applicable)
  - Landscaped Open Space Area – proposed and required
  - Paved Area
  - Parking spaces – proposed and required
  - Loading spaces
  - Disabled parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities; municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from major roads
- Existing and proposed easements and rights-of-way
- Location and dimensions of parking spaces (including disabled), aisles, and loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material)
- Building entrances, including spot elevations at entrances to indicate flush thresholds.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.
- Sign locations.
- The location and turning radii for Fire and Emergency Service access route.
- Professional stamp (engineer or architect).
- Property dimensions certified by an Ontario Land Surveyor