

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

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

DATE APPLICATION CONSIDERED \_\_\_\_\_

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

**TOWNSHIP OF BLANDFORD-BLENHEIM  
SITE PLAN APPLICATION FORM**

The undersigned hereby request the Township of Blandford-Blenheim to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.

**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 it will remain confidential.

**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 \_\_\_\_\_

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: \_\_\_\_\_

a) This development proposal involves –

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

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

Are there previous site plan or development agreements registered against these lands?

Yes \_\_\_ (File no. \_\_\_\_\_ / Status: \_\_\_\_\_) No \_\_\_

e) Existing use(s) of Subject property:

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

f) Proposed uses of land and buildings:

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

g) Official Plan information:

Schedule “B-1” Township Land Use Plan: \_\_\_\_\_

Schedule “\_\_-\_\_” Village of \_\_\_\_\_ Land Use Plan: \_\_\_\_\_

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

h) Zoning By-law No. 1360-2002:

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

If this development proposal is 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 Site Plan application can be made without first securing approval of the Minor Variance(s).

2 a) <u>Zoning Provisions</u>	<u>REGULATION</u> by Zoning By-law 1360-2002	<u>PROPOSED</u> as shown on Site Plan
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 SUBSECTION (A) OR (B) OR (C), AS APPLICABLE:**

3(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	_____	_____

List any other Facilities to be provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

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

3(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**

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 submit this application to the Township of Blandford-Blenheim on my behalf.
_____
Signature of Owner(s)

**5. APPLICANT DECLARATION:**

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

**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) (Name of County)

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

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

To be completed by Owner:  
I, \_\_\_\_\_, hereby agree to support the application for Site Plan Control if an appeal to the Ontario Municipal Board is filed.  
\_\_\_\_\_  
\_\_\_\_\_  
Signature of Owner(s)

## APPENDIX "B" - CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information required to be provided on the site plan drawing(s).

- 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 and e-mail address.
- 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

## APPENDIX "C" - APPLICATION FEE

The application fee for Site Plan Approval in the Township of Blandford-Blenheim is **\$3,350.00** (\$750.00 + \$2,600.00 Oxford County Public Works Review Fee), plus a refundable deposit of a minimum of \$3,000.00, pursuant to By-law 1658-2011, as amended from time to time.

The application fee for an amendment to a previously approved Site Plan Approval in the Township of Blandford-Blenheim is \$2,150.00 (\$600.00 + \$1,550.00 Oxford County Public Works Review Fee), plus a refundable deposit of a minimum of \$3,000.00, pursuant to By-law 1658-2011, as amended from time to time.

Cheques are to be made payable to the "The Township of Blandford-Blenheim".

***NOTE:*** *The Township may use all of or portions of the refundable deposit for the purposes of securing the services of any professional required to provide review and advice to the Township of any documents provided in support of the Site Plan Control application. Additional payment by the applicant for such outside services may be required and will be identified in the Site Plan Development Agreement.*