

# Township of Elizabethtown-Kitley

SPA Application



**Main Administration Office**  
6544 New Dublin Rd  
RR 2  
Addison, ON K0E 1A0

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800 492-3175  
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## APPLICATION FOR SITE PLAN APPROVAL

(To Be Submitted to the Township Office with the Required Processing Fee of **\$1,000.00** (or **\$500.00** for an amendment to an existing Site Plan Agreement), plus any additional costs related to outside consultants or legal fees as required by the Township)

### PLANNING ACT, R.S.O., SECTION 41

**The undersigned** hereby applies to the Township of Elizabethtown-Kitley under Section 41 of the *Planning Act* for Site Plan Approval.

**The undersigned** hereby acknowledges that the filing of this application alone does not necessarily constitute fulfilling the requirements of either the Township or *The Planning Act*.

1. Name of Property Owner: \_\_\_\_\_
2. Name of Applicant/Agent \_\_\_\_\_  
*Note: If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see p.4).  
The Applicant/Agent will receive all communications relating to this application.*
3. Phone Number/Mailing Address of Agent (or Property Owner if Property Owner is Applicant)  
Telephone Number (Home) \_\_\_\_\_ (Cell/Work) \_\_\_\_\_  
Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
4. Names and addresses of any mortgages, charges or other encumbrance holders on the property:  
\_\_\_\_\_
5. Legal description of subject land:  
Lot(s) \_\_\_\_\_ Concession(s) \_\_\_\_\_; Registered Plan \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Reference Plan \_\_\_\_\_ Part(s) \_\_\_\_\_; Assessment Roll Number \_\_\_\_\_  
Street Address (No./Rd. Name) \_\_\_\_\_  
Dimensions of subject land: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_
6. Current designation of subject lands in the Official Plan:  
\_\_\_\_\_  
\_\_\_\_\_
7. Current zoning of subject lands under the Zoning By-law:  
\_\_\_\_\_  
\_\_\_\_\_

8. Existing use(s) of the subject land:

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

Length of time that the existing uses of the subject land have continued: \_\_\_\_\_

9. If there are existing buildings or structures on the subject lands, please identify each existing building or structure, the setback, height, and dimensions:

Type of Building or Structure	Setbacks to lot lines (viewed from road)				Height	Storeys	Dimensions	Total Area	Date of Construction
	Front	Rear	Side	Side					
	Please indicate if in feet or meters								

10. Proposed use(s) of subject land / detail of proposal: \_\_\_\_\_

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

11. Identify proposed buildings or structures, the setbacks, height, and dimensions:

Type of Building or Structure	Setbacks to lot lines (viewed from road)				Height	Storeys	Dimensions	Total Area	Date of Construction
	Front	Rear	Side	Side					
	Please indicate if in feet or meters								

12. Are there any new water fixtures proposed? (eg. tap, sink, toilet) YES  NO

If yes, please explain:

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

13. Type of water provided to the subject land: (check appropriate space/spaces):
- Publicly owned/operated piped water system
- Privately owned/operated communal well
- Privately owned/operated individual well
- Other  (please specify) \_\_\_\_\_

14. Type of sewage disposal provided to the subject land: (check appropriate space/spaces):
- Publicly Owned/operated communal septic system
- Individually, owned/operated septic system
- Privy, or other means  (please specify) \_\_\_\_\_

15. Type of access: (check appropriate space / spaces):

- Provincial Highway (Name: \_\_\_\_\_)
- County Road (Name: \_\_\_\_\_)
- Municipal Road (Name: \_\_\_\_\_)
- Right-of-way (Name: \_\_\_\_\_)
- Water Access
- Other

If access is by water only, specify the parking and docking facilities used/to be used and the approximate distance of these facilities from the subject land and the nearest public road:

\_\_\_\_\_

\_\_\_\_\_

16. Is/has the property been subject of an application under the Planning Act for:

- approval of plan of subdivision
- a severance
- a minor variance?

If so, please describe the application and specify the file number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OWNER’S AUTHORIZATION FOR PERMISSION TO ENTER PROPERTY**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application for site plan approval and I/We authorize Township of Elizabethtown-Kitley staff, committee members, councillors or their assigns to enter the property for the purpose of their assessment of this application (so long as the file remains active). This includes, in the event of any appeal to the Tribunal, the right to attend and enter on the property for the purposes of inspecting up to and including the time at which the Tribunal makes the final decision on the application.

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

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

\_\_\_\_\_  
Date

**OWNER’S AUTHORIZATION FOR AGENT TO MAKE APPLICATION** (Must be Completed if Agent Appointed)

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application for site plan approval and I/We authorize \_\_\_\_\_ to make this application on my/our behalf.

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

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

\_\_\_\_\_  
Date

**AFFIDAVIT/SWORN DECLARATION OF APPLICANT**

*(Must be Completed & Witnessed\*)*

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ make oath, say and solemnly declare that the information contained in this application and in the accompanying documents is true, acknowledging that it is of the same force and effect as if made under oath and by virtue of *“The Canada Evidence Act”*. I/We do hereby certify that this application for site plan control approval provides all of the information required by the Township of Elizabethtown-Kitley, as specified by the site plan control application manual and agreement, and is in conformity with the provisions of the Zoning By-law 13-21, as amended. It is also understood that in the event that any further information is required by the Township of Elizabethtown-Kitley for consideration of the application, and where I/We are so advised by the Township, the approval process shall be suspended until such time as the required information is provided.

**Sworn** before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
*Signature of Applicant\**

### Directions for Submitting Application for Site Plan Approval

Submit completed application, required fee and required attachments/enclosures

Township of Elizabethtown-Kitley  
6544 New Dublin Road  
R.R.#2  
Addison, ON K0E 1A0

Submit agency forms, agency processing fees (with copy of site plan) directly to the agency/agencies

#### Agency Forms/Fees

Submit agency forms/fees, directly to agencies, unless otherwise arranged with Township.

#### Attachments/Enclosures to be submitted with Completed Application

Registered Deed

Site Plan 1 - 11" x 17"

6 - full size (if different/other than 11" x 17"

Note: Ultimately, the Township will require four (4) copies of the Township approved site plan, either 11" x 17" (if legible/done to scale) or full size (if > 11" x 17").

Mylar of full size will also be requested by the Township for registration purposes.

Survey (if available)

#### Site Plan (to scale) Items to include on site plan:

- i. The boundaries and dimensions of the subject land.
- ii. Existing and proposed buildings / structures.
- iii. Landscaping details.
- iv. Storm drainage (sewers, ditches, swales, flow)
- v. Distance of existing & proposed building / structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- vi. The location of all natural and artificial features on the subject land (right-of-ways, railways, roads, watercourses, drainage ditches, river or stream banks, wetland, wooded areas, etc.)
- vii. The location of well and sewage system components (eg. tank and leaching bed) and mantle area)
- viii. The distances from sewage system components to adjacent existing or proposed buildings, water supplies (including neighbours), driveways, property lines, lakes, rivers, water courses, swimming pools, wells, etc.
- ix. Any topographic features (eg. swamps, steep slopes) near system.
- x. The location, width and name of any roads within or abutting the subject land, indicating whether it is: unopened road allowance; public travelled road; private road; right of way.
- xi. Location and nature of any easement affecting the subject land.
- xii. Required parking spaces, loading areas (dimensioned)
- xiii. Notes relating to exterior lighting detail
- xiv. Facilities designed to have regard for accessibility for persons with disabilities
- xv. Other details as may be requested under Sec. 41, *Planning Act, R.S.O., 1990*

**Township Processing Fee: \$1,000.00** (or **\$500.00** for an amendment to an existing Site Plan Agreement)

\*please make cheque payable to "Township of Elizabethtown-Kitley"