

## SUMMARY OF SITE PLAN REVISION PROCESS

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The Township of Wilmot employs authority pursuant to Section 41 of the Planning Act, the Township Official Plan, and Township of Wilmot By-law 96-64, to require the granting of Site Plan Approval.

### PROCESS

1. Pre-consultation with the Development Services Department regarding the proposed new construction, or revisions to existing conditions. During this meeting, the number, type, and format of drawings and reports will be specified.
  - Typical submissions include an existing site conditions plan, a proposed site plan, and engineering drawings/plans/calculations for storm water management, lot grading and drainage, and site servicing, prepared and stamped by an Ontario Land Surveyor and/or Professional Engineer.
  - Depending on the scale and type of project, a detailed landscaping plan may be required
  - A photometric drawing may be required to identify the impact of any exterior lighting on abutting properties
  - In most instances, three copies of materials are submitted in printed form, along with a PDF version that can either be submitted by USB flash drive or sent to [planning@wilmot.ca](mailto:planning@wilmot.ca).
2. The applicant completes the Revisions to Approved Site Plan Application along with the required fees (see applicant checklist at the top of the application form).
3. If the property is located within a Source Protection Area, a copy of the Notice of Source Protection Plan Compliance (Section 59 Notice) obtained from the Regional Municipality of Waterloo is required to be submitted with the application. For more information, visit the Region's interactive tool at [taps.regionofwaterloo.ca](http://taps.regionofwaterloo.ca) or email [rmo@regionofwaterloo.ca](mailto:rmo@regionofwaterloo.ca).
4. The application and accompanying information is circulated to commenting agencies and Township departments and reviewed by Planning staff.
5. Upon the return of agency/staff comments, the applicant is contacted if any revisions to the submitted drawings, plans, or calculations. If required, the applicant submits required revisions.
6. An estimated cost of all underground and surface works (excluding the actual building) is submitted to the Development Services Department. The Development Services Department will then calculate the required securities in the amount equal to the greater of 100% of the underground or surface costs including 2% tax, 10% engineering allowance and 5% contingency allowance).

7. The applicant provides the Township with the required letter of credit (*sample L/C included in package*).
8. The Development Service Department grants Site Plan Approval under Section 41 of the Planning Act.
9. A building permit may be submitted during the site plan approval process, but the permit cannot be issued until Site Plan Approval is granted.

#### **CONTACT INFORMATION**

For more information on the Site Plan Approval process, to arrange a pre-consultation meeting or to apply, please contact:

Andrew Martin, MCIP RPP  
Manager of Planning/EDO  
519-634-8519 ext. 9245  
[andrew.martin@wilmot.ca](mailto:andrew.martin@wilmot.ca)



Development Services Department  
 60 Snyder's Road West  
 Baden, ON N3A 1A1  
 519-634-8444  
[planning@wilmot.ca](mailto:planning@wilmot.ca)  
[www.wilmot.ca/planning](http://www.wilmot.ca/planning)

Submission: SP-\_\_\_\_\_

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

*Under S.41 of the Planning Act*

**APPLICATION FOR REVISIONS  
 TO APPROVED SITE PLAN**

**APPLICATION CHECKLIST**

- Application fee (<https://www.wilmot.ca/en/doing-business/Planning-Fees.aspx>)
- Township of Wilmot Public Works review fees (fees to be determined through pre-consultation).
- If the property is located within a Source Protection Area (see item 3 on page 1), Notice of Source Protection Plan Compliance.
- Drawings and/or reports in the number and format identified during pre-consultation.

If abutting a Regional road, a review fee will be requested by the Region of Waterloo when they provide comments. For current Regional fees, please visit [www.regionofwaterloo.ca/en/doing-business/applications.aspx](http://www.regionofwaterloo.ca/en/doing-business/applications.aspx).

Grand River Conservation Authority (GRCA) review fees may apply if the subject property is regulated by the GRCA. The GRCA will invoice the applicant/agent directly. For current GRCA fees, please visit [www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx](http://www.grandriver.ca/en/Planning-Development/Planning-Act-review-fees.aspx).

**1.0 APPLICANT INFORMATION**

1.1 Name of Registered Owner(s) as registered on title:

\_\_\_\_\_

If owner is a company, name(s) and position(s) of signing authority:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:  Regular mail  Email

1.2 Name of Authorized Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:  Regular mail  Email

1.3 Correspondence to be sent to:  Owner  Agent  Both

1.4 Registered Mortgagee Information (or holders of charges or encumbrances) as registered on title:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**2.0 LOCATION OF THE SUBJECT LAND**

Lot(s): \_\_\_\_\_ Concession: \_\_\_\_\_ Block: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s) and/or Block(s): \_\_\_\_\_

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

Municipal Address: \_\_\_\_\_

**3.0 PREVIOUS FILE NUMBERS**

3.1 Previous site plan approval file number: \_\_\_\_\_

3.2 Site plan agreement number: \_\_\_\_\_

**4.0 PROPOSED CHANGES**

4.1 Are there any proposed changes in uses or accessory uses of all land and structures on subject property from that indicated at the time of previous approval?  Yes  No

If yes, indicate the proposed use(s):

4.2 Are there any proposed changes in water, sewage, or storm drainage servicing?  Yes  No

If yes, indicate the proposed change(s):

4.3 Please highlight any additional changes in the space below and/or in the tables found in Sections 5, 6 and 7:

**5.0 INFORMATION FOR COMMERCIAL/INDUSTRIAL DEVELOPMENT**

*(complete the applicable boxes)*

	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
Gross floor area <sup>1</sup> :			
Floor area of basement:			
Floor area of mezzanine:			
Building height <sup>2</sup> and number of storeys:			
Commercial floor area devoted to retail sales or merchandising:			
Commercial floor area not devoted to retail sales or merchandising:			
Number of rooms providing sleeping accommodations in a hotel, motel, etc.:			
Restaurant floor space devoted to public use:			
Floor area of Drive-in Restaurant:			
Number of service bays for a service station or repair garage:			
Number of bays for a car washing establishment			
Floor area for office space, or office space within an industrial building:			
Floor area of warehouse, or warehouse space in an industrial building:			
Industrial floor area:			
Floor area of other permitted use:			
Number of units if multiple unit building:			
Number of off-street parking spaces <sup>3</sup> :			
Number of off-street loading spaces <sup>4</sup> :			
Floor area of proposed demolitions:			

<sup>1</sup> Floor space of all storeys measured to outside face of exterior walls excluding basement or mezzanine

<sup>2</sup> Measured from finish grade to: in the case of a flat roof, the highest point of the roof surface; in the case of a mansard roof, the deck roof line; in the case of a gable or cottage roof, the average height between the eaves and the ridges

<sup>3</sup> A space to the rear of the building line having dimensions of not less than 2.75m by 6.0m

<sup>4</sup> A space to the rear of the building line which a truck may be parked for standing, loading, or unloading services having an area of not less than 3.0m by 10.6m

**6.0 INFORMATION FOR RESIDENTIAL DEVELOPMENT**

*(Complete the applicable boxes)*

	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
Number of dwelling units as Single / Duplex / Semi-detached / Triplex			
Number of Apartment / Row House units:			
Number of dwelling units as part of a Rooming / Boarding House:			
Number of guest rooms in a Rooming / Boarding House:			
Gross floor area <sup>5</sup> :			
Floor area of basement:			
Building height <sup>6</sup> and number of storeys:			
Number of off-street parking spaces <sup>7</sup> :			
Floor area of proposed demolitions:			

<sup>5</sup> All floor space of all storeys measured to outside face of exterior walls excluding basement or mezzanine

<sup>6</sup> Measured from finish grade to: in the case of a flat roof, the highest point of the roof surface; in the case of a mansard roof, the deck roof line; in the case of a gable or cottage roof, the average height between the eaves and the ridges

<sup>7</sup> A space to the rear of the building line having dimensions of not less than 2.75m by 6.0m

**7.0 INFORMATION FOR INSTITUTIONAL DEVELOPMENT**

*(complete the applicable boxes)*

	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
Gross floor area <sup>8</sup> :			
Floor area of basement:			
Floor area of mezzanine:			
Building height <sup>9</sup> and number of storeys:			
Number of physicians or practitioners in medical clinic:			
Floor area available to public in a church, auditorium, community centre, stadium, etc.:			
Number of seats in a church, auditorium, community centre, stadium, etc.:			
Number of classrooms in an Elementary School:			
Number of classrooms in a Secondary School:			
Number of beds in a hospital, rest home, or nursing home:			
Number of employees at a hospital, rest home, or nursing home:			
Floor area devoted to public use for a fraternal organization, club, or similar use:			
Floor area for office space:			
Number of off-street parking spaces <sup>10</sup> :			
Number of off-street loading spaces <sup>11</sup> :			
Floor area of proposed demolitions:			

<sup>8</sup> All floor space of all storeys measured to outside face of exterior walls excluding basement or mezzanine

<sup>9</sup> Measured from finish grade to: in the case of a flat roof, the highest point of the roof surface; in the case of a mansard roof, the deck roof line; in the case of a gable or cottage roof, the average height between the eaves and the ridges

<sup>10</sup> A space to the rear of the building line having dimensions of not less than 2.75m by 6.0m

<sup>11</sup> A space to the rear of the building line which a truck may be parked for standing, loading, or unloading services having an area of not less than 3.0m by 10.6m



**8.0 CHECKLIST** (this is a basic list of plans to be submitted, additional requirements may apply)

<b>Existing Site Conditions Plan:</b>		
	<b>Shown</b>	<b>N/A</b>
Location of driplines, including location of existing landscaped areas and existing tree cover	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing driveways, paved areas and gravel-surfaced areas	<input type="checkbox"/>	<input type="checkbox"/>
Location of buildings to be demolished and buildings to be retained	<input type="checkbox"/>	<input type="checkbox"/>
Existing topography of the land, showing contour lines; severe slopes are to be clearly illustrated showing both top and bottom of banks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed Site Plan:</b>		
	<b>Shown</b>	<b>N/A</b>
a key map showing the location of the property;	<input type="checkbox"/>	<input type="checkbox"/>
the true dimensions, bearings and area of the property	<input type="checkbox"/>	<input type="checkbox"/>
the location and dimensions of all existing and proposed buildings and structures including basements and mezzanines	<input type="checkbox"/>	<input type="checkbox"/>
the dimensions of all yards (i.e. setbacks of all buildings and structures from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
the location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines	<input type="checkbox"/>	<input type="checkbox"/>
the width of driveways and aisles accessing parking stalls and loading areas	<input type="checkbox"/>	<input type="checkbox"/>
the dimensions detailing entrance and exit locations to and from the site	<input type="checkbox"/>	<input type="checkbox"/>
the location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable material	<input type="checkbox"/>	<input type="checkbox"/>
the location, height and type of fencing	<input type="checkbox"/>	<input type="checkbox"/>
the location of landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>
% lot coverage of all buildings and structures	<input type="checkbox"/>	<input type="checkbox"/>
the location of curbing	<input type="checkbox"/>	<input type="checkbox"/>
the location of outdoor storage areas	<input type="checkbox"/>	<input type="checkbox"/>
the location of existing and proposed sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
existing and proposed connections to municipal services	<input type="checkbox"/>	<input type="checkbox"/>
storm water management area, if required (shown conceptually)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineering Drawings (stamped by a Professional Engineer):</b>		
	<b>Shown</b>	<b>N/A</b>
storm water management drawings and report	<input type="checkbox"/>	<input type="checkbox"/>
lot grading	<input type="checkbox"/>	<input type="checkbox"/>
drainage	<input type="checkbox"/>	<input type="checkbox"/>
site servicing	<input type="checkbox"/>	<input type="checkbox"/>

**9.0 ACKNOWLEDGEMENT AND AUTHORIZATION**

9.1 Acknowledgement

I/We understand that receipt of this application by the Township of Wilmot does not guarantee it to be a complete application. Further review of this application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application submitted.

Once the application is deemed to be fully complete, the fees will be deposited and the application will be circulated for agency comments.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property during regular business hours for the purposes of conducting site visits, including photographs, which are necessary for the evaluation of this application.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

9.2 Authorization

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed.

I/We, \_\_\_\_\_, owner of the land that is the subject of this application, hereby authorize \_\_\_\_\_ to make this application and to act on my/our behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date