

**SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION**

**INSTRUCTIONS**

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**Prior to submission, pre-consultation meeting is mandatory in accordance with By-law 199-2007A:**

- a) Planning Department – Zoning - to review proposal for zoning compliance
- b) Planning Department – Development Division - to review proposal for Official Plan conformance and Site Plan Control guidelines as well as complete application with applicant.

**NOTE: Pre-consultation does NOT represent approval or denial of application.**

Complete all sections in full including the Authorization and Permission to Enter form. Provide the full name of all contact people and the name of the company. **If the applicant is a registered numbered company, principles names must be provided and/or a corporate profile report. Without providing this information, the application will be deemed incomplete and delays in processing may occur.**

- NOTE:
- 1) Applicant is the registered owner and/or new owner (with offer to purchase)
  - 2) Contact will be with the Agent unless otherwise noted.

Review Appendix B (attached) prior to completing the application.

Submit a copy of the completed and signed application form with all required plans and documents as indicated in Section 8. All plans/drawings shall be accurate, legible, professionally drawn, and **folded** to an 8½” x 14” size, otherwise submission will not be accepted. In addition to required prints/reductions, submit drawings and complete application in **pdf** format on compact disc (CD). Files to not exceed 4500 MB.

The Site Plan Approval Officer will review the application and may return it if the application, plans/drawings or documents are incomplete or if the fee is unpaid. All inquiries as to the status of the application should be directed to the Site Plan Approval Officer.

**Allow a minimum of eight weeks for processing of the application.** Construction season normally requires longer approval times.

**APPLICATION FEE**

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**NOTE:** Cash or Cheque will be processed when the application has been accepted by the Site Plan Approval Officer for processing. Fee is subject to change. Planning will confirm the application fee category during the pre-consultation process.

**Total Fees:**

<b>Amendment/Modification</b>	<b>\$5999.50</b>
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**Included in above:**

<b>\$200.00</b>	ERCA Fee
<b>\$ 50.00</b>	GIS Fee
<b>\$600.00</b>	Landscape and Lighting fee
<b>\$245.00</b>	Building Department Inspection fee (An additional fee of \$75/hr will be applied should the inspection and report preparation exceed 3 hours. Any additional fees will be invoiced through the Building Department)
<b>\$841.50</b>	Legal fee (for preparation of a site plan agreement by the Legal Department. The Legal fee is refundable if no agreement is required as a condition of approval)
<b>\$300.00</b>	Fire Inspection

Files with no action for a period of six (6) months or more will be closed. At time of re-opening, a new application is required to be submitted.

# SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION

Please check the representative you consulted with:

Zoning Pre-Consultation: 519-255-6543

Zoning Coordinator ext: 6164

\_\_\_\_\_  
Signature of Zoning Coordinator

\_\_\_\_\_  
Date of Consultation

Planning Pre-Consultation: 519-255-6543

Site Plan Approval Officer

Planner - Research

Other

\_\_\_\_\_  
Signature of SPAO / Planner

\_\_\_\_\_  
Date of Consultation

Zoning Pre-Consultation Feedback Provided in Writing:  Yes  No

**NOTE: Pre-consultation with additional departments may be required if deemed necessary by the Site Plan Approval Officer (SPAO) or Planner.**

**1. APPLICANT:** \_\_\_\_\_

Address/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**2. AGENT:** \_\_\_\_\_

Address/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**3. ARCHITECT/ENGINEER/PLANNER:** \_\_\_\_\_

Address/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**4. REGISTERED OWNER:** \_\_\_\_\_

Address/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**5. NEW OWNER (Offer to Purchase):** \_\_\_\_\_

Address/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

# SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION

**6. DESCRIPTION OF SUBJECT PROPERTY**

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

Nearest Street Intersection: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessment Roll No: \_\_\_\_\_

**7. PREVIOUS APPLICATION INFORMATION**

File No.: SPC-\_\_\_\_\_ Approval Date: \_\_\_\_\_

Council Resolution: \_\_\_\_\_ Instrument Number: \_\_\_\_\_

**8. DETAILS OF PROPOSED AMENDMENT / MODIFICATION / TERMINATION**

a) **A written description of, and the reasons for,** the proposed amendment/modification/termination is required to be submitted on a separate sheet. Label as “Appendix A”. Attach to the application form.

b) Site Area (m<sup>2</sup> / sq.ft): \_\_\_\_\_

	Total/Phase 1	Phase 2	Phase 3
c) Gross Floor Area (m <sup>2</sup> / sq ft)			
Existing:	_____	_____	_____
Proposed New:	_____	_____	_____
Total:	_____	_____	_____
d) Parking/Loading/Bicycle Spaces:			
Existing:	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Proposed:	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Total:	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
e) Total Landscaped Area (m <sup>2</sup> / sq ft)	/	/	/
(ie. Existing / New)	_____	_____	_____
f) Total Curbing Length: (m / ft)	/	/	/
(ie. Existing / New)	_____	_____	_____
g) Total New Screening Fence Length:	_____	_____	_____

(metre / feet)

# SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION

<b>9. INFORMATION REQUIREMENTS</b> (items a to h to be checked off by Planning Dept.) (All plans/drawings to be submitted in folded format 8 ½” x 14”)		
	Required	Provided
a) Site Plans to scale – 1 copy (see item 1e in Appendix B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) 11” x 17” BLACK line reduction – Site Plan/Floor Plans/Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Fire Access Route (see item 2b in Appendix B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Building Elevations & Floor Plans to scale – 5 copies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) A CD with PDF copy of all drawings, complete application form (pgs. 1-3) & Appendix A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) A copy of the approved drawings as approved by Council their delegated Planning Official. <u>Label as “Appendix C”.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Survey required (recent copy – within last 5 years)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
g) Are firewalls incorporated in building’s design? (firewall as defined in Ontario Building Code)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
h) Are the buildings sprinklered? If yes, show Siamese connection on Site Plan.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<b>10. AUTHORIZATION SIGNATURES</b>		
All contact will be with the agent unless otherwise requested.		Contact
Applicant: _____	Date: _____	<input type="checkbox"/>
Agent: _____	Date: _____	<input type="checkbox"/>
Registered Owner: _____	Date: _____	<input type="checkbox"/>

<b>11. SPECIES AT RISK ACKNOWLEDGEMENT</b>	
Ontario’s <i>Endangered Species Act</i> protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.	
I acknowledged that it is my sole responsibility as the Applicant to comply with the provisions of the <i>Endangered Species Act, 2007, S. O. c.6</i> . This could require me to register an activity, get a permit or other authorization from the Ministry of Natural Resources and Forestry (MNRF) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any <i>Planning Act, R.S.O. 1990, c.P.13</i> approval given by the City of Windsor does not constitute an approval under the <i>Endangered Species Act</i> , nor does it absolve me from seeking the necessary authorization, approvals or permits from the MNRF prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.	
Signed: _____	Dated: _____

**Note to Applicant, Agent, Architect, Engineer or Planner:**

Review Appendix B in full. Incomplete drawings will delay the processing and review of the application. If you have any questions, please contact the Site Plan Approval Officer at (519) 255-6276 ext. 6447.

# SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION

DO NOT COMPLETE BELOW – DEPARTMENT USE ONLY

## 12. APPLICATION DETAILS

Fee Paid: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Planner Initial if Application Complete for Processing: \_\_\_\_\_

Site Plan Approval Officer Initial if New Site Plan Agreement Required: \_\_\_\_\_

New AMT File No.: AMT- \_\_\_\_\_ SPC File No.: \_\_\_\_\_

## 13. AUTHORIZATION TO PROCESS

This application has been received and is accepted for processing.

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

Melissa Gasic, BARCH, MPL.  
Site Plan Approval Officer

# SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION

## APPENDIX B – GUIDE FOR PLAN/DOCUMENT PREPARATION (Section 8 of Application Form)

### 1. ALL PLANS AND DOCUMENTS

- a) A professional architect or engineer should prepare **all** types of site plan and related drawings.
- b) Prepare plans in full compliance with the Zoning By-law and applicable building code requirements. Site plan approval does not override any zoning, building code and other requirements.
- c) Site plans and elevations for assembly, institutional and high hazard (F-1) occupancies as defined by the Ontario Building Code and all other buildings exceeding 600 square metres in gross floor area or exceeding 3 storey in building height must be prepared for building permit purposes by either a professional engineer or architect (or both) as required by the Ontario Building Code.
- d) Submit plans that are legible, accurate and professionally drawn. Reductions should be a “black line print” and no larger than 28 cm x 43 cm (11” x 17”).
- e) In addition to paper application, prints and/or reductions, plans and drawings should be submitted in **pdf** format on compact disc (CD), not to exceed 4500 MG. ZIP files will not be accepted.

File names should be legible and clearly indicate the nature of the file and include either the SPC file number (SPC-XXX-YY) or the name of the applicant and site location.

### 2. INFORMATION REQUIREMENTS

It is the responsibility of the **agent** to ensure that the following information (as applicable) is provided on all submitted plans and documents:

#### a) Site Plans

- Scale, North Point and Unit of Measurement.
- Site Dimensions (including area) in metric or imperial units.
- Abutting streets and alleys (including right-of-way width) and sidewalks.
- Buildings to be retained and/or expanded (including dimensions).
- Buildings to be erected and/or additions to existing buildings (including dimensions).
- Distance between building(s) and nearest lot line(s)
- Parking areas and loading spaces (including number of spaces, size, aisle width, curbs, surface treatment), vehicular access (including dimensions), vehicular access on adjoining lands.
- Distance from parking areas to buildings and lot lines.
- Proposed areas to be landscaped. Do not show proposed trees on the site plan.
- Existing landscaping features (including trees, shrubs, and hedges) labelled as to species and size. Note any features to be retained, moved and/or removed.
- Walls, fences and landscape features designed for screening.
- Refuse storage areas including fencing and screening details and separation from buildings
- Existing freestanding structures that are to remain.
- Site Statistics: site area, built-up areas, landscaped areas, linear curbing, linear screening, parking/loading breakdown, stacking spaces, etc.
- All easements/land conveyances be accurately shown on site plan

#### b) Fire Access Route

Applicable to the following buildings:

- Any size for assembly, care or detention, and high hazard industrial occupancies;
  - Exceeding 600 sq. m. (6,460 sq. ft.) in gross floor area or 3 storeys in building height for other occupancies.
  - Distance from fire hydrant to principal entrance(s)
  - If sprinklered, note location of Siamese connection on site plan.
- Indicate on the site plan the fire route width, centreline radii, and distances from a fire route to buildings.

# SITE PLAN AMENDMENT/MODIFICATION/TERMINATION APPLICATION

## APPENDIX B – CONTINUED

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### c) Building Elevations

- Scale.
- Full view of all sides of the building(s) (including features such as awnings, canopies, overhangs, balconies, etc.).
- Dimensions of buildings and the location and size of all doors, windows and other openings.
- All visible exterior finishes labelled as to type.

### d) Floor Plans

- Scale. Internal dimensions.
- Full layouts of all floors above and below grade.
- All interior areas labelled as to use

### e) Recent Topographic Survey Plans (within last 5 years)

[OLS Plans for development above 25,000 ft / 2322 m<sup>2</sup>]

- Property dimensions, easements
- Topographic information (including trees, fences, utility vaults, poles, light standards, curbs, signs and vehicular access).

### f) Property Deed and/or Offer to Purchase

- The legal description on the deed and/or Offer to Purchase must include the property subject to site plan approval.

The following optional drawings may assist in the evaluation of the application. One or more of the optional drawings may be required as a condition of site plan application and/or approval.

### g) Building Cross-Sections

- To illustrate the building features of the development, the applicant may wish to provide cross-sectional views.

### h) Landscape Plan

- A landscape plan is usually required as a condition of site plan approval.
- The plan may be provided as part of the application or submitted directly to the Parks Department for approval prior to receiving a building permit.
- For general requirements refer to the “Manual of Landscaping Requirements” available from the Parks Department. General phone number is (519) 253-2300.
- A landscape architect is normally required to prepare the plan.

### i) Lighting Plan

- Exterior illumination of the site is required for safety and security reasons, provide information respecting the location, intensity, design and construction of exterior lighting facilities (details vary with scale of development).
- Full cut-off lighting is a requirement of approval.

### j) Other Plans

#### Lot Grading Plan / Storm Detention

- Where problems or potential flooding hazards exist, a lot grading plan showing how storm water will be disposed may be required.

#### View

- A three-dimensional view of buildings, landscaping, etc. Used to show proposed finishes, scale, relation of elements, etc.

#### Shadow Plan

- Drawings for all four seasons and various times of day indicating shadow effect on adjacent lands.

#### Tree Survey

**AUTHORIZATION and PERMISSION TO ENTER SCHEDULE:**

**AUTHORIZATION:**

**TO:** Planning Department for the Corporation of the City of Windsor.

**DATE:** \_\_\_\_\_

I (We) \_\_\_\_\_  
(owners of the subject lands)

of the \_\_\_\_\_, hereby authorize and instruct  
(Municipality where you reside)

\_\_\_\_\_ to submit an application to the  
(agent(s))

Planning Department in respect to \_\_\_\_\_  
(Municipal address or legal description)

which I (we) am (are) the registered owner(s), and this shall be my (our) good and sufficient authority to act on my (our) behalf.

\_\_\_\_\_  
(Sign) Note: if the owner is a Corporation  
affix seal (if any).

\_\_\_\_\_  
(Sign)

**PERMISSION TO ENTER:**

**TO:** Planning Department for the Corporation of the City of Windsor.

I hereby authorize the members of the Site Plan Review Committee/Planning Advisory Committee and/or members of the staff of the Corporation of the City of Windsor to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as condition of approval. This is their authority for doing so.

Subject Lands: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**NOTICE WITH RESPECT TO COLLECTIONS OF PERSONAL INFORMATION:**

I/We also acknowledge that the information requested on this form is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application. The name and business address of the applicant and/or authorized agent is public information. Any other personal information collected will only be used for internal purposes.

Questions about this collection can be made to the Planning Department, 519-255-6543.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**FREEDOM OF INFORMATION**

Under the City of Windsor Freedom of Information By-law, an application accepted by the Planning Department is forwarded to the Clerk's Office where it is listed with Council as received and retained on file for public information.