

**SITE PLAN APPROVAL APPLICATION**

**INSTRUCTIONS**

**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 Appendices A, B and C (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.

File names should be legible and clearly indicate the nature of the file, the name of the applicant and the site location.

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**

**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>Minor Development</b>	<b>\$6099.50</b>
<b>Standard Development</b>	<b>\$8772.50</b>
<b>Major Development</b>	<b>\$11,390.50</b>

**Included in above:**

<b>\$300.00</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

In case of a Lease Agreement, the leasee/tenant may be a co-applicant only with the registered owner. If more than one owner is involved.

Planning fee for Residential Development (Heritage Conservation Area): \$205.00

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 APPROVAL 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 APPROVAL APPLICATION

### 6. DESCRIPTION OF SUBJECT PROPERTY

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

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

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

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

### 7. DETAILED DESCRIPTION OF PROPOSED DEVELOPMENT (use additional pages as required)

a) Existing Land Use: \_\_\_\_\_

b) Proposed Development: \_\_\_\_\_

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

	Total/Phase 1	Phase 2	Phase 3
d) Gross Floor Area (m <sup>2</sup> / sq ft)			
Existing:	_____	_____	_____
Proposed New:	_____	_____	_____
Total:	_____	_____	_____

e) Parking/Loading/Bicycle Spaces:			
Existing:	____/____/____	____/____/____	____/____/____
Proposed:	____/____/____	____/____/____	____/____/____
Total:	____/____/____	____/____/____	____/____/____

f) Total Landscaped Area (m <sup>2</sup> / sq ft) <small>(ie. Existing / New)</small>	____/____	____/____	____/____
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g) Total Curbing Length: (m / ft) <small>(ie. Existing / New)</small>	____/____	____/____	____/____
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h) Total New Screening Fence Length: <small>(metre / feet)</small>	_____	_____	_____
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### 8. INFORMATION REQUIREMENTS

(items a to k to be checked off by Planning Dept.)

(All plans/drawings to be submitted in folded format 8 1/2" x 14")

Review Appendix B prior to submission of plans/documents.	Required	Provided
a) Site Plans to scale – 1copy (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) (no blue lines/grey lines to be used in the drawings)	<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 (pg. 1-3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Recent Topographic Survey Plan – 2 copies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Property Deed and/or Offer to Purchase	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h) Building Cross Section	<input type="checkbox"/>	<input type="checkbox"/>

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i) Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
j) Is a firewall incorporated in a building design? (firewall as defined in Ontario Building Code)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
k) Is a sprinkler or standpipe system installed in a building? (If yes, provide location of Siamese connection on Site Plan)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### 9. AUTHORIZATION SIGNATURES

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"/>

### 10. SPECIES AT RISK ACKNOWLEDGEMENT

Ontario's *Endangered Species Act* 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 *Endangered Species Act, 2007, S. O. c.6*. 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 *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, 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 Appendices A, B and C 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) 255-6543 ext. 6918.

# SITE PLAN APPROVAL APPLICATION

DO NOT COMPLETE BELOW – DEPARTMENT USE ONLY

## 11. APPLICATION DETAILS

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

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

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

Previous File No.: Rezoning: Z- \_\_\_\_\_ COA: \_\_\_\_\_ CR: \_\_\_\_\_

## 12. AUTHORIZATION TO PROCESS

This application has been received and is accepted for processing as a:

Minor development       Standard development.       Major development

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

Melissa Gasic, BARCH, MPL.  
Site Plan Approval Officer

See next page for Appendix A

# SITE PLAN APPROVAL APPLICATION

## APPENDIX A – ADDITIONAL INFORMATION

1. Site plan approval is a type of development control exercised in the City of Windsor where Council or their delegated Planning Official approves site plans and elevation drawings for a proposed development prior to the issuance of a building permit.

2. For purposes of site plan approval, development is defined in By-law #1 2004 as:

“**Development** means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot.”

Questions on what constitutes a development requiring site plan approval should be directed to Planning Department at (519) 255-6543.

3. Council by By-law #1 2004 has exempted certain classes of development from the requirement for site plan approval including:

“Single detached, semi-detached, duplex and double-duplex dwellings; small commercial and combined commercial-residential buildings and additions; small industrial and institutional buildings and additions; alterations within an existing building; temporary buildings and structures; building features and mechanical elements; parking areas containing less than 5 spaces; and signs.”

4. For the purpose of processing, the Site Plan Approval Officer will classify each application for site plan approval as follows:

“**Minor**” development is defined as:

- i. Construction of a new stand alone building or a building addition resulting in a maximum total gross floor area of 300 square metres (3,229 square feet) or less on-site; or
- ii. Changing the use of an existing building requiring revisions to facade only; or
- iii. Creation of a parking area with more than 5 and less than 25 parking spaces (total) on-site or reconfiguration of an existing parking area resulting in more than 5 and less than 25 (total) spaces.

“**Standard**” development is defined as:

- i. Construction of a new building or a building addition resulting in a total gross floor area of between 301 square metres (3,240 square feet) and 9,999 square metres (107,632 square feet) on-site. This includes single or multiple phase development; or
- ii. Creation of a parking area with more than 25 parking spaces (total) on-site or reconfiguration of an existing parking area resulting in more than 25 (total) spaces.

“**Major**” development is defined as:

- i. Construction of a new building or a building addition resulting in a minimum total gross floor area of 10,000 square metres (107,639 square feet) on-site. This includes single or multiple phase development.”

The application will be processed by Planning Department, reviewed by the Site Plan Approval Officer and forwarded to the applicable approval authority for a decision. (See also Appendix C).

After confirmation from the Site Plan Approval Officer or designate, that the proposal is a “Minor Development” as defined in By-law #1 – 2004.

5. Council has delegated its site plan approval authority to the delegated officials except in the locations listed below:

- a) Any development on City-owned lands.
- b) Any development within the Downtown Business Improvement Area.
- c) Any development on the north side of Riverside Drive.
- d) Any development on lands identified in a resolution of Council requiring site plan approval by Council.

Where Council is the site plan approval authority, Planning Department will prepare and forward a report to Council for a decision.

6. As a condition of site plan approval, the owner of the land is required to develop in accordance with the approved plan(s) and to provide required facilities, such as landscaping, lighting, fencing, curbing, road widening, at his/her expense. Bonds or letters of credit are normally required to guarantee the installation and maintenance of required facilities. The requirements are normally provided for in a site plan agreement registered on the title of the property. In some instances, the decision of the delegated official or resolution of Council will be sufficient without an agreement.

# SITE PLAN APPROVAL APPLICATION

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

## 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 APPROVAL 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

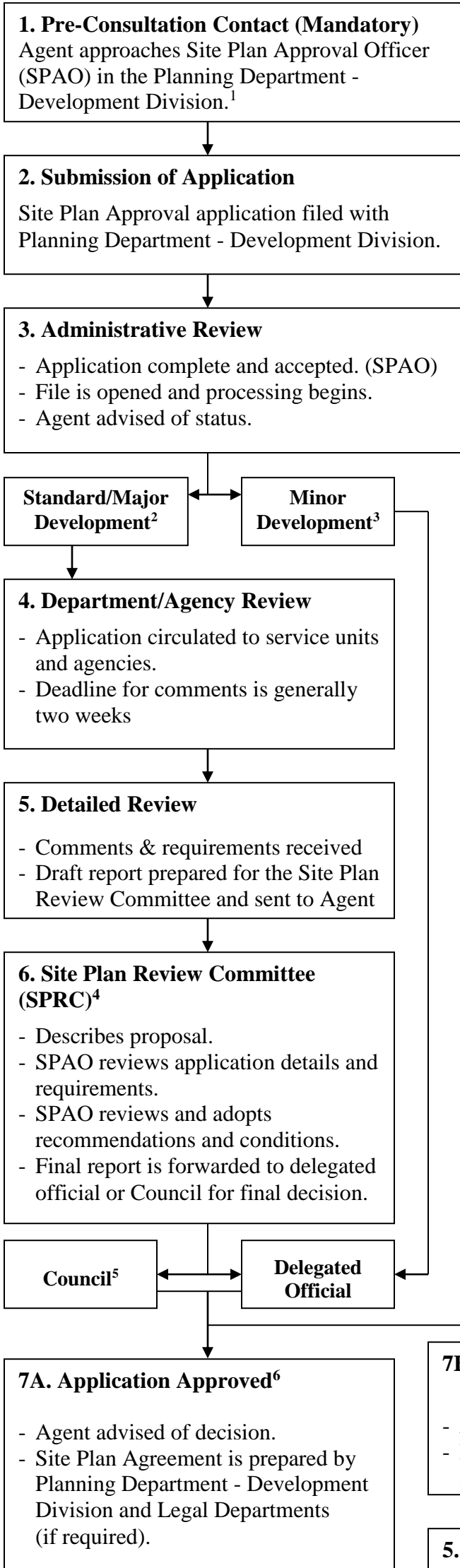
- Drawings for all four seasons and various times of day indicating shadow effect on adjacent lands.

#### Tree survey



# SITE PLAN APPROVAL APPLICATION

## APPENDIX C – SITE PLAN APPROVAL PROCESS



### Notes

1. Permit Services, as the result of a development inquiry or building permit application, generally refers applicants or agents to the Site Plan Approval Officer
2. Standard & Major developments that have a significant impact on the current use of the property must undergo the full review process.
3. Minor developments that have an insignificant impact do not undergo a full review process. The Site Plan Approval Officer reviews the application and forwards it to the delegated official for final approval.
4. The Site Plan Review Committee includes representatives from Planning Department - Development Division, Public Works-Traffic, Development & Geomatics, Parks, Windsor Fire & Rescue Services, and Windsor Police Service.
5. Council approval is required in specific areas of the City as per By-law #1 2004. Refer to Appendix A for additional information.
- 6. Please allow a minimum of eight weeks for processing of the application.**

### Possible Service Units and Agencies Contacted

- Planning Department - Development Division – Zoning
- Building Department – Code
- Engineering Dept. - Development & Geomatics
- Engineering Department - Transportation
- Planning Department – Urban Design
- Planning Policy
- Transit Windsor
- Windsor Police Service
- WUC (Water)
- Bell Canada
- Union Gas
- Cogeco Cable
- Canada Post
- WAAC
- ERCA
- WEAC
- CMHC
- Council Member
- Parks Department
- Property Negotiator
- Windsor Fire & Rescue Services
- Development Commission
- Enwin Powerlines (Hydro)
- Min. of Environment
- Min. of Transportation
- Public School Board
- Separate School Board
- City Centre Revitalization
- City Centre Business Association
- Local BIA
- Adjacent Municipalities

**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 Planning Department is forwarded to the Clerk's Office where it is listed with Council as received and retained on file for public information.