

Application for Site Plan Pre-Submission Review and Site Plan Approval



The undersigned hereby applies to the City of Guelph under section 41 of the Planning Act, R.S.O. 1990, C.P.13, as amended, as described in this application, under By-law no. (1986)-12024 and (1995)-14866, as amended.

Subject Site

Municipal Address: _____

Legal Description: _____

Registered Owner

Company Name: _____

Contact Name: _____

Email Address: _____

Address: _____

City: _____ Postal Code: _____ Phone Number: _____

Applicant (if different from Owner)

Company Name: _____

Contact Name: _____

Email Address: _____

Address: _____

City: _____ Postal Code: _____ Phone Number: _____

Authorized Agent/Consultant (if applicable)

Company Name: _____

Contact Name: _____

Email Address: _____

Address: _____

City: _____ Postal Code: _____ Phone Number: _____

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Please check who is the primary contact for this application:

Correspondence will only be sent to the primary contact.

Owner Applicant Agent/Consultant

Planner

Company Name: _____

Contact Name: _____

Email Address: _____ Phone Number: _____

Civil Engineer

Company Name: _____

Contact Name: _____

Email Address: _____ Phone Number: _____

Architect

Company Name: _____

Contact Name: _____

Email Address: _____ Phone Number: _____

Landscape Architect

Company Name: _____

Contact Name: _____

Email Address: _____ Phone Number: _____

Existing Land Use & Property Information

Current Official Plan Designation:

Current Zoning: _____ Current Use: _____

Lot Area (m²): _____ Lot Frontage (m): _____ Lot Depth (m): _____

Type of Application

Pre-submission

Formal Site Plan

Community Planning
Permit

Brief Description of the Proposed Development

Existing Number of Residential Units: Proposed Number of Residential Units:

Gross Floor Area (GFA):

	Existing (m2)	New Proposed (m2)
Residential:		
Commercial:		
Office:		
Industrial:		
Institutional:		
Total Gross Floor Area:		

Is Demolition Required? Yes No

If yes, how much GFA is proposed for demolition (m2): _____

If yes, how many residential units are proposed to be demolished: _____

Proposed Building Tenure (Rental, Condominium or Freehold): _____

Existing Conditions

Are any abutting lands owned by the owner of the subject site? Yes No

Are there any easements affecting the subject site? (all easements must be shown on the site plan) Yes No

Is the site subject to any road widenings? (all road widenings must be shown on the site plan) Yes No

Is the site regulated by the [Grand River Conservation Authority](#) (GRCA)?

Yes No

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Is the site regulated by the [Ministry of Transportation](#) (MTO)? Yes No

Is the site within 300m of a rail line (Metrolinx, CN or GJR)? Yes No

Has the site ever been subject to any of the following Development Applications (complete chart as applicable)

	City File Number(s)	Status
Zoning By-Law Amendment		
Site Plan Approval		
Minor Variance		
Consent (Severance, etc.)		

Inactive Site Plan Applications: Where a complete pre-submission review application has been made, the file will remain open for six (6) months from the date of the last SPRC meeting. If a further pre-submission review or complete formal site plan submission is not received within the 6-month timeframe, the file will be closed. If an applicant needs more time to make a submission, they must proactively contact the Site Plan Coordinator and provide a justification letter outlining why a further submission has not been made and why the file should remain open, for approval at the discretion of the General Manager of Planning & Building Services.

Once a site plan application file is closed, applicants will need to re-apply and begin the process again starting with a new mandatory pre-consultation submission. Any fees for inactive applications will not be reimbursed.

External Agencies: The City of Guelph does not circulate site plan applications to any external agencies (ie. Canada Post, Alectra, Union Gas, Bell, Rogers, Hydro One, GRCA, MTO, etc.). The applicant is required to contact the various agencies directly to obtain any necessary permits or approvals, and for any site design or coordination works.

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Acknowledgement:

I (we) confirm that I (we) have reviewed the City's guidelines and that all materials submitted in support of this application are fully coordinated and complete in accordance with the City's guidelines and the final Site Plan Review Committee (SPRC) summary comments from the pre-consultation submission. I (we) understand this submission may not be deemed complete and placed on a SPRC meeting agenda until such time as the Planning and Building Services department has confirmed they are satisfied with the content and form of all materials submitted in support of this application.

I (we) agree and acknowledge that this application and any materials filed in support of this application is public information. I (we) consent to the Planning & Building Services Department releasing this application and any materials filed in support of this application to process this application or at the request of a third party, without further notice to or permission from the owner.

I hereby apply for Site Plan Approval and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that Site Plan Approval (and where appropriate, a letter of intent, a letter of credit or cash and/or a site plan agreement) may be required prior to the issuance of Site Plan Approval under Section 41 of the Planning Act.

Authorized Signature: _____

Date: _____

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Appointment and Authorization

I/We, the undersigned,

[Registered Owner's Name(s)/Corporation Name]

being the registered property owner(s) of

[Municipal Address and Legal Description of Property]

hereby authorize [Authorized Agent/Consultant's name and company]
as my/our agent for the purpose of submitting an application for Site Plan Approval
and acting on my/our behalf in relation to the application.

Dated this _____ day of _____, 20____.

Name of Owner (please print)

Signature of Owner

Name of Owner (please print)

Signature of Owner

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Municipal Freedom of Information Declaration

In submitting this development application and supporting document, the owner hereby acknowledges the City of Guelph will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Access, Privacy and Records Specialist, City Clerk's Department, 1 Carden Street, Guelph, Ontario, N1H 3A1

Permission to Enter

The owner hereby authorizes the City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Date _____

Name of Owner (please print)

Signature of Owner

Name of Owner (please print)

Signature of Owner