

# Site plan application form



Date received:	OFFICE USE ONLY	
	Complete: (date and initial)	File #:
	Amendment:	Folder #:

To be completed by applicant

The undersigned hereby applies to the City of Guelph under Section 41 of the [Ontario Planning Act](#), r.s.o. 1990, c.p.13, as amended.

<b>Subject site</b>	
Street address:	
Legal description: (attach Property Identification Number printout dated within 3 months of application date)	
<b>Registered owner</b>	
Company name:	
Contact name:	
Email:	
Mailing address:	
City:	Postal code:
Phone:	Fax:
<b>Applicant (if different from property owner)</b>	
Company name:	
Contact name:	
Email:	
Mailing address:	
City:	Postal code:
Phone:	Fax:

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Authorized agent/consultant (if applicable)		
Company name:		
Contact name:		
Email:		
Address:		
City:	Postal code:	
Phone:	Fax:	
Primary contact for this application		
Correspondence and information will only be sent to the primary contact.		
Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>	Agent/consultant <input type="checkbox"/>

Mortgagee		
Company name:		
Contact name:		
Email:		
Address:		
City:	Postal code:	
Phone:	Fax:	
Planner		
Company name:		
Contact name:		
Email:		
Address:		
City:	Postal code:	
Phone:	Fax:	

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Engineer	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
Architect	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
Landscape architect	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:

New application <input type="checkbox"/>	Amendment to approved site plan <input type="checkbox"/>
Lot area (square metres):	Lot width (metres):
Proposed use:	Gross floor area:
Number of residential units:	Existing: <span style="margin-left: 150px;">New:</span>

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Description of proposed work:			
Are there any known easements, right-of-ways, restrictive covenants or other rights over adjacent properties (e.g. mutual driveways) affecting the subject property? (Show on site plan drawing)			
Are any abutting lands owned by the owner of the subject site? (Show on site plan drawing)			
Proposed tenure type (condominium, rental, freehold):			
<b>Existing land use</b>			
Official plan designation:		Current zoning:	
Demolition required:		Current use:	
<b>Other applications (complete chart as applicable)</b>			
	Required	File number	Status
Zoning amendment			
Minor variance			
Consent (severance, etc.)			
Official Plan amendment			
Condominium			

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 any building permits being issued.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

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## Appointment and authorization

I/We, the undersigned,

---

Registered owner's names(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 \_\_\_\_\_

Day

Month

Year

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Name of owner (please print)

---

Signature of owner

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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.

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Authorized signature

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Date

---

Name of owner (please print)

---

Signature of owner

---

Name of owner (please print)

---

Signature of owner

Please submit completed form and attachments to:

City of Guelph  
Planning, Urban Design and Building Services  
1 Carden Street  
Guelph, Ontario N1H 3A1

Email [planning@guelph.ca](mailto:planning@guelph.ca)  
Phone 519-822-1260 extension 5616  
Fax 519-822-4632

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For office use only (formal application checklist)	Complete
All drawings as indicated on the summary of comments **	
Supporting studies as indicated on the summary of comments **	
Fees as indicated on the summary of comments **	
Site Plan Application Transmittal Form (Appendix B)	
Cover letter indicating how each comment was addressed **	
Application For Site Plan Approval Form (Appendix C) if new information	
Updated Building Code Analysis Form (Appendix D) if new information	
PIN printout from the Land Registry Office (dated 3 months from submission)	

\*\* Refer to the summary of comments from the latest SPRC meeting for the number of copies

Application accepted by:	Date:
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