



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca

APPLICATION FOR: SITE PLAN APPROVAL OR SITE PLAN AMENDMENT DEVELOPMENT AGREEMENT OR AMENDMENT

Instructions

Pre-consultation with the Planning Department is required.

Complete all Sections of the application. Include the authorization of the registered property owner(s) if required, see Authorization Page

Applications must include two copies (full size) and three copies (11 x 17) of all supporting plans with all appropriate details relating to the requested approval or amendment. Plans are also required in electronic format (PDF).

Completion of the site plan requirements checklist located at the back of this form.

Submit the completed application, all supporting material and applicable application fee to the Planning Department, Town of Kingsville Municipal Office

Application which are not complete or missing required fee(s) may be returned to the applicant. Administration also reserves the right to request additional information.

Fees

Fees are subject to change. Cheques are to be made payable to the Town of Kingsville.

Securities - Site Plan approvals are subject to the collection of securities at the time of Building Permit issuance and are based on the total value of the project in question.

Type of application:

- SITE PLAN APPROVAL - (Fee: \$1,900 / ERCA Fee: \$200) TOTAL: \$2,100
- SITE PLAN AMENDMENT - (Fee: \$1,200 / ERCA Fee: \$200) TOTAL: \$1,400
- MINOR DEVELOPMENT AGREEMENT - (Fee: \$600 / plus external costs) TOTAL: \$600
- DEVELOPMENT AGREEMENT AMENDMENT (Subdivision) - (Fee: \$1,100 / plus external costs / ERCA Fee: \$200) TOTAL: \$1,300

Page 2

Contact Information

Robert Brown, H. Ba. MCIP, RPP - Manager, Planning Services ext 250

rbrown@kingsville.ca

OR

Kristina Brcic, MSc, BURPI - Town Planner ext 249 - kbrbic@kingsville.ca

If you would prefer to complete the application offline please click here for a [printable copy](#)

Application No: (office use only)

PART A - APPLICATION DETAILS

1. Date of pre-consultation with Town: *

2. Date application received by Town:

3: Date application deemed complete by Town:

Page 3

4: Name of registered owner(s) * 

Best Contact Number: *

Alternative Contact Number: *

Full Mailing Address: *

E-Mail Address: *

Name of Solicitor, Authorized Agent or Applicant (if applicable):

Best Contact Number: *

Full Mailing Address: *

Please specify to whom all communications are to be sent:

5. Location and full legal description as shown on tax bill or deed: *

6: Are you aware of any registered, non-registered easements or restrictive covenants on the property(s) in question? *

Yes

No

If Yes, Please provide details:

Page 4

7. Size of the subject parcel (metric):

Frontage: *

Depth: *

Area: *

Irregular Shaped:

 Yes No

Dimensions shown on attached sketch:

 Yes No

8. Current Official Plan designation of subject land:

9. Current zoning of the subject land:

10. Current use(s) of the subject land:

11. Length of Time Current Use(s) has Continued:

12. Date the subject land was acquired by current registered owner: *

13. If known, indicate whether the subject lands are the subject of an application under the Planning Act for:

an Official Plan Amendment

a Zoning By-law Amendment

a Minor Variance

a Plan of Subdivision or Condominium

a Consent (Severance)

If known, indicate the file number and status of the foregoing application:

Page 5

14. Number and Use of buildings and structures on the subject lands: *

Detailed Sketch Attached:

Yes

No

15. The access to the subject parcel is from one of the following:

Municipal Road

County Road

Provincial Highway

Private Road

Water

16. Is there an existing municipal water service connection on the subject parcel?

Yes

No

Is there an existing sanitary sewer connection on the subject parcel?

Yes

No

Is there an existing private septic system on the subject parcel?

Yes

No

17. Type of storm water drainage:

Municipal Storm Sewer

Municipal Drain

Natural Water Course

Swales

Other
(Specify) _____

Page 6

18. Other services and amenities available and in proximity to the subject lands:

- Hydro One Service Area
- E.L.K. Service Area
- Municipal Garbage Collection
- Union Gas Service Area
- Bell Canada Service Area
- Gosfield North Communication Service Area

19. Nature of the Proposal:

- New Commercial or Industrial Use
- Expansion of Existing Use
- Development or Expansion of Commercial Parking Area
- Communication or Broadcasting Tower
- New Greenhouse Facility
- Expansion of Existing Greenhouse Facility
- Bunkhouse
- Other (specify) _____

20: Specify the use of the lands surrounding the subject property:

North:

South:

East:

West:

Page 7

21. Please indicate if any of the following are applicable:

- Propane distributor within 200 metres?
- Renewable Energy Facility within 500 metres?
- Livestock Facility within 500 metres?
- Provincial Highway within 400 metres? (PERMIT MAY BE REQUIRED)

22. Approvals required from other agencies such as but not limited to the following:

- ERCA
- Provincial Ministries (MOECC, MNRF, MTO, DFO, MTCS etc.
- Environmental Compliance Approval (ECA)
- County of Essex
- Essex County Health Unit
- Other (specify) _____

Part B - Authorization

To: Clerk/Planner, Town of Kingsville

I/WE, the undersigned, being the registered owner(s) of the above lands hereby authorize the individual noted below to act on my/our behalf regarding the lands which are the subject of this application.

Name of Solicitor or Agent acting on your behalf:

Town/Municipality of the Solicitor or Agent:

Date: _____

Signed: _____

Witness: _____

Date: _____

Signed: _____

Witness: _____

Dated at the _____ of _____ in the _____ of _____
this _____ day of _____, 20____.

Part C - Permission to enter property

To: Clerk/Planner, Town of Kingsville

I hereby authorize the Town Planner or his or her delegate or members of the staff of the Corporation of the Town of Kingsville to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any site inspections that may be required as a condition of approval. This is their authority for doing so.

Pertaining to lands described as: (municipal address) *

Date: _____

Signed: _____

Witness: _____

Date: _____

Signed: _____

Witness: _____

Note: Personal information on this form is collected under the authority of the Planning Act, RSO. 1990, Section 51 and will be used for contacting the applicant(s) and for the processing of the application. Questions about this collection should be directed to the Director of Corporate Services, 2021 Division Road North, Kingsville, ON N9Y 2Y9 519-733-2305

DECLARATION (INDIVIDUAL/JOINT OWNERSHIP)

I _____ of the _____ of _____ in
the County/Municipality of _____ solemnly declare that
all the statements contained in this application and any supporting documentation
is true, and I make this solemn declare conscientiously believing it to be true, and
knowing that it is of the same force and effect as if made under oath and by virtue
of the Canada Evidence Act.

Declared before me at the Town
Kingsville, in the County of Essex
this _____ day of _____ 20__.

A Commissioner.etc. (office use only)

Signature of Registered Owner(s), or
Authorized Agent

DECLARATION (OFFICER OF CORPORATION)

I _____ of the _____ of _____ in the County/Municipality of _____ am the _____ of the corporation (owner) of the property which is the subject of this application. I solemnly declare that all the statements contained in this application and any supporting documentation is true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Town
Kingsville, in the County of Essex
this _____ day of _____ 20__.

A Commissioner.etc. (office use only)

Signature of Registered Owner(s), or
Authorized Agent

Site Plan Drawing Requirements

The following checklist is to be completed and provided with your drawings and supporting documentation to the Town Planner or Manager of Planning Services.

At the initial review stage 2 copies of all drawings are to be provided. Once reviewed the applicant will be advised of quantity and size of final drawings required.

The following completed and signed checklist is to be provided with **ALL** applications.

Please note that not all items in the checklist are applicable to your development however all questions must be answered. If you are uncertain please contact Planning staff for clarification. If an item is pending completion please note this.

Legend Items

- Project Name
- Lot, Concession, Plan No. Municipal Address
- Site dimensions, lot area and frontage
- Building Details (lot coverage, height, setbacks)
- Zoning of the Property
- Scale, north arrow, units of measure (metric)
- Firm name, drafting date, drafter's initial, revision chart
- Sheet number and sheet description

Page 12

Site Plan Drawing (If any of the following are not applicable please specify why not or include alternate information.)

- All lot dimensions, front, side and rear lot lines
- Parking - spaces, dimensions, bicycle
- Accessible/Barrier Free parking spaces with dimensions
- Driving aisles, dimensions and surface treatment
- Access/Entrance details (radius, width, surface treatment, drainage)
- SWM Pond and connection pipe details
- Easements, R.O.W. and other encumbrances
- Labelling of all surrounding roads or streets
- Municipal drains
- All existing buildings and structure including dimensions
- Location of all existing and proposed building (lot line setbacks)
- All buildings or structure to be removed
- Fuel Storage (type and quantity)
- Septic System
- Waste container location(s)
- Well Water locations
- Adjacent land uses
- Separation distance between all proposed and existing buildings
- Phasing of Development
- Migrant worker housing and setback to nearest neighbour's dwelling
- Entrance/Sidewalk to migrant housing
- Loading bays, man and overhead doors

Page 13

Landscape/Lighting Plan (If any of the following are not applicable please specify why not or include alternate information.)

- Existing landscaping to remain or be removed
- New Landscaping to be provided
- Location of all signage and associated lighting
- Location of all building and parking area lighting
- Lighting detail (must be full-cut-off and dark sky compliant)
- Landscaping associated with SWM Pond and naturalized buffers
- Garbage enclosure details
- Open space/landscaped statistics (percentage)
- Fencing details and location
- Location of any natural features (creeks, wooded area etc.)

Site Servicing/Grading Details (If any of the following are not applicable please specify why not or include alternate information.)

- Existing site services (water, sewer, storm, hydro, gas - locations and size)
- Grading Plan
- Surface water flow directions
- Catchbasins, drains, oilgrit separators
- Location and size of any proposed new site servicing
- Existing and/or new fire hydrant locations
- Setback from existing and/or new fire hydrant
- Siamese connection
- Lock box locations
- Fire route and location of signage
- Municipal drain location and names
- Water connection, grades and detail
- Sewer connection, grades and detail

Page 14

Elevation Plans (If any of the following are not applicable please specify why not or include alternate information.)

- Building Elevations (4 sides)
- Colours and materials
- Elevation details (dimensions)

Reports to be included (If any of the following are not applicable please specify why not or include alternate information.)

- Storm water management report
- SWM landscape and naturalization plan
- Photometric Report or lighting location & specs.
- ERCA Approval
- Servicing Details
- Traffic Impact Assessment
- Endangered Species screening &/or clearance
- Environmental Impact Assessment

Thank You

Please submit completed form to Planning Services.