



DATE RECEIVED BY STAFF: \_\_\_\_\_  
 RECEIVED BY STAFF PERSON: \_\_\_\_\_  
 ASSIGNED NUMBER: \_\_\_\_\_

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 P.O. Box 700  
 Rockwood ON N0B 2K0  
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 Toll: 1-800-2681465

**CORPORATION OF  
 THE TOWNSHIP OF GUELPH/ERAMOSIA**

**APPLICATION FOR A MINOR AMENDMENT TO AN  
 EXISTING TOWNSHIP OF GUELPH/ERAMOSIA SITE PLAN  
 Under Section 41 of the Planning Act.**

*The Personal Information collected on this form is collected pursuant to Section 41 of the Planning Act and will be used in the processing of this application. Applicants are advised that Site Plan Amendment process is a public process and the information contained in the Site Plan Application files is considered public information and is available to anyone upon request.*

**PART 1 GENERAL INFORMATION**

**1. CONTACT INFORMATION**

Name	Mailing Address	Contact
<i>Registered Owner(s):</i>		<i>Telephone 1:</i>
		<i>Telephone 2:</i>
		<i>Email:</i>
		<i>Fax:</i>
<i>Applicant:</i>		<i>Telephone 1:</i>
		<i>Telephone 2:</i>
		<i>Email:</i>
		<i>Fax:</i>
<i>Agent:</i>		<i>Telephone 1:</i>
		<i>Telephone 2:</i>
		<i>Email:</i>
		<i>Fax:</i>
<p><b>Primary Contact</b> (all communications will be directed to this contact):</p> <p style="text-align: center;"><input type="checkbox"/> Owner      <input type="checkbox"/> Applicant/Agent</p>		

**2. LOCATION OF PROPERTY**

<i>Municipal Address</i>	<i>Concession(s)</i>	<i>Lot(s)</i>
<i>Division</i>	<i>Geographic Township (Former Municipality)</i>	<i>Registered Plan No.</i>
<i>Lot(s)/Block(s) of Registered Plan</i>	<i>Reference Plan No.</i>	<i>Part(s) of Reference Plan</i>

**3. PROPERTY DIMENSIONS**

<i>Frontage (m)</i>	<i>Depth (m)</i>	<i>Area (km<sup>2</sup>)</i>
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**PART 2 | PLANNING FRAMEWORK**

**4. OFFICIAL PLAN**

- a. List the current designation(s) of the subject land in the County of Wellington Official Plan.

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**5. ZONING BY-LAW**

- a. The current zone(s) of the subject property:

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b. Existing uses of the land:

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c. Is demolition required? (specify):

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**6. EXISTING SITE PLAN**

a. Please provide information regarding the existing site plan registered on title:

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b. Has a site plan inspection taken place (after the existing site plan was constructed) to ensure that the property is compliant with the existing site plan?

Yes  No

c. Explain how this site plan is to be amended and any change of use:

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d. Does this change represent more than a 30% increase in total on-site building footprint?

Yes  No

**PART 3 | SITE SPECIFICATIONS**

**7. SITE ACCESS**

a. Access to site is provided by:

Access Type	Access Name
<input type="checkbox"/> Provincial Highway	
<input type="checkbox"/> Regional Road	
<input type="checkbox"/> Township Road (Year-round Maintenance)	
<input type="checkbox"/> Township Road (Seasonal Maintenance)	
<input type="checkbox"/> Private Road/ Right-of-Way	
<input type="checkbox"/> Water (If access is via water only please see the Planning Dept. for an additional form)	

**8. SERVICING**

	<b>CURRENTLY provided via:</b>	<b>PROPOSED to be provided via:</b>
<b>Water supply</b>	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Well(s) <i>Specify individual or communal well:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Well(s) <i>Specify individual or communal well:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____
<b>Sewage disposal</b>	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Septic System <i>Specify individual or communal septic system:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____	<input type="checkbox"/> Municipal Servicing <input type="checkbox"/> Private Septic System <i>Specify individual or communal septic system:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____

	<b>CURRENTLY provided via:</b>	<b>PROPOSED to be provided via:</b>
<b>Storm Drainage</b>	<input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Natural <input type="checkbox"/> Other <i>Specify and explain:</i> <hr/>	<input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Natural <input type="checkbox"/> Other <i>Specify and explain:</i> <hr/>

New service connections expected to be required for proposed development:

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## 9. INFORMATION FOR COMMERCIAL/INDUSTRIAL DEVELOPMENT

		Existing	Proposed	Total	
Gross Floor Area <sup>1</sup> :					Sq. m.
Ground Floor Area <sup>2</sup> :					Sq. m.
Building Height <sup>3</sup> :					Metres
Gross Leasable Commercial Space <sup>4</sup> :					Sq. m.
Gross Floor Area for Office Use:					Sq. m.
Gross Floor Area for Restaurant Use:					Sq. m.
Gross Floor Area for Basement:					Sq. m.
Gross Floor Area for Mezzanine:					Sq. m.
Gross Floor Area for Warehouse Use:					Sq. m.
Number of Employees:					
Number of Off-Street Parking Spaces:	i) Surface				
	ii) Underground				
Number of Off-Street Loading Spaces:					
Landscaped Open Space Area:					Sq. m.
Lot Coverage in Percent:					

<sup>1</sup> All floor space measured between the exterior faces of the exterior walls of the building or Structure for each floor, but excluding a cellar or any part of the building or structure used for mechanical or heating equipment, the storage or parking of motor vehicles, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic.

<sup>2</sup> The maximum area of a building at finished grade measured between the exterior faces of the exterior walls exclusive of any part of the building or structured use for the storage or parking of motor vehicles, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic.

<sup>3</sup> Vertical distance between the highest level of the finished grade at the front of the building and the uppermost part of the building.

<sup>4</sup> Total floor area intended for use an occupancy by a tenant or owner measured to the outside face of exterior walls excluding halls, washrooms, storage areas, mechanical/maintenance rooms and public assembly areas.

## 10. INFORMATION FOR RESIDENTIAL DEVELOPMENT

		Existing	Proposed	Total	
Landscaped Open Space Areas:					Sq. m.
Number of Off-Street Parking Spaces:	i) Surface				
	ii) Underground				
Number of Stories/Floors:					Metres
Building Height <sup>1</sup> :					
Lot Coverage in Percent:					

<sup>1</sup> Vertical distance between the average elevation of the finished surface of the ground and the front of the building and:

- flat roof - highest point of the roof;
- mansard roof - deck roof line;
- gable/hip/gambrel - average height between the eaves and ridges.

Type	No. of Existing Units	No. of Proposed Units	Total Floor Area (sq. m.)
Bachelor			
One-Bedroom			
Two-Bedroom			
Three-Bedroom			
Total			

## 11. INFORMATION FOR INSTITUTIONAL DEVELOPMENT

		Existing	Proposed	Total	
Ground Floor Area <sup>1</sup> :					Sq. m.
Gross Floor Area <sup>2</sup> :					Sq. m.
Gross Floor Area of Basement/Cellar:					Sq. m.
Gross Floor Area of Mezzanine:					Sq. m.
Building Height <sup>3</sup> :					Metres
Number of Off-Street Parking Spaces:	i) Surface				
	ii) Underground				
Number of Off-Street Loading Spaces:					
Seating Capacity for Church:					Seats
Seating Capacity for Assembly/Community Hall:					Seats
Number of School Classrooms:					
Lot Coverage in Percent:					
Landscaped Open Space Area:					Sq. m.
Number of Employees:					
Number of Beds Provided:					

<sup>1</sup> The maximum area of a building at finished grade measured between the exterior faces of the exterior walls exclusive of any part of the building or structured use for the storage or parking of motor vehicles, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic.

<sup>2</sup> All floor space measured between the exterior faces of the exterior walls of the building or structure for each floor, but excluding a cellar or any part of the building or structure use for mechanical or heating equipment, the storage or parking of motor vehicles, locker storage, laundry facilities, unenclosed verandas, sun rooms, porches or an attic.

<sup>3</sup> Vertical distance between the highest level of the finished grade at the front of the building and the uppermost part of the building.



**PART 4 | ADDITIONAL INFORMATION**

**12. OTHER APPLICATIONS**

List any applications made under the *Planning Act* for the subject lands, or lands within 120 m of the subject lands. If a decision has been made on an application for the subject lands, please include a copy of this decision.

<b>Application Type</b>	<b>File Number</b>	<b>Purpose</b>	<b>Status</b>
<i>Official Plan Amendment</i>			
<i>Zoning By-law Amendment</i>			
<i>Site Plan</i>			
<i>Minor Variance</i>			
<i>Plan of Subdivision/Condominium</i>			
<i>Consent/Severance</i>			

**13. PROPANE**

Excluding non-commercial uses (such as propane BBQ's in a residential setting), is the sale, use, handling, and/or storage of propane anticipated for the subject property?

Yes

No

If yes:

Specify proposed activity: \_\_\_\_\_

Proposed storage amount: \_\_\_\_\_

## 14. REQUIRED DRAWINGS

Please provide all drawings in both digital and hardcopy. Hard copy drawings must be individually folded with 5 copies provided. Digital copies must be provided on a CD, in both pdf and AutoCAD format (where applicable). All drawings must be drawn to metric scale (including measurements) and prepared by a qualified professional.

Please see attached "Amendment to an Existing Site Plan Checklist" for detailed drawing requirements.

### PART 5 AFFIDAVIT

I/We \_\_\_\_\_  
(Applicant/Owner/Agent Name)

of the \_\_\_\_\_  
(Name of Local Municipality)

in the County/Region of \_\_\_\_\_  
(Name of County/Region)

solemnly declare that all the statements contained in this application are true, and that the information contained in the documents that accompany this application is true, and I/we, 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.

\_\_\_\_\_  
Signature of Agent/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**PART 6 | APPLICANT AUTHORIZATION FORM**

/We \_\_\_\_\_  
*(Owner Name/Signing Authority)*

the registered owner(s) of \_\_\_\_\_  
*(Municipal Address or Legal Description of the Property)*

hereby authorize \_\_\_\_\_  
*(Applicant/Agent Name)*

as an officer/employee of \_\_\_\_\_  
*(Company Name)*

to act as agent for the Application for an amendment to an existing Site Plan which relates to the above noted lands.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Each application must be accompanied by a deposit in the form of cash or a cheque payable to the *Corporation of the Township of Guelph/Eramosa* in the total amount of \$1,500.00, which includes a non-refundable administration fee of \$500.00, and a deposit of \$1,000.00. In addition other agencies such as the Grand River Conservation Authority may charge a review fee, billed directly to the applicant. The Township will retain this deposit of \$1,000.00 until such time as the project has been completed and the applicant and the owner have paid all expenses incurred by the Township of Guelph/Eramosa in processing this application.

The applicant and the owner understand, acknowledge and accept that the Township of Guelph/Eramosa does not retain as full-time staff professional engineers, planners, or solicitors. The Township of Guelph/Eramosa contracts out private firms for these services. **The applicant and the owner SHALL be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in processing this application including but not limited to fees for planning, engineering and legal services, together with any Township of Guelph/Eramosa administration fees.** The Township of Guelph/Eramosa shall notify the applicant and owner from time to time of any costs incurred by the Township and the applicant and the owner shall have thirty (30) days to pay the Township for those costs after notice is given. In the event that the applicant and the owner do not pay those costs within thirty (30) days, the Township has a right to apply the deposit against those costs and further to cease doing any work on the processing of this application until such time as all outstanding costs are paid in full and the deposit has been restored to the initial deposit amount set out in the guidelines.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date