

# CORPORATION OF THE MUNICIPALITY OF CASSELMAN

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## *APPLICATION FOR SITE PLAN APPROVAL*

This application and required supporting material must be filed with the Municipality of Casselman's Department of Planning Services and Economic Development and must be accompanied by the required application fee payable to the Municipality of Casselman (Please refer to tariff of fees By-Law 2020-052). This application must be completed in full and must be accompanied by a sketch and such other information or studies required by the Municipality. Only a complete application will be accepted. An application which is not considered to be complete under the Planning Act is not subject to the timelines of the Act. Applicants are encouraged to consult with the Municipality prior to completing the application.

### 1.0 CONTACTS

1.1 Registered Property Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street number) (Street name) (Town/Township)

Postal Code \_\_\_\_\_ Tel: (bus) \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_ Tel: (home) \_\_\_\_\_ (fax) \_\_\_\_\_

1.2 Agent/Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street number) (Street name) (Town/Township)

Postal Code \_\_\_\_\_ Telephone: (bus) \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_ Tel: (home) \_\_\_\_\_ (fax) \_\_\_\_\_

PLEASE INDICATE TO WHOM CORRESPONDENCE IS TO BE SENT (check one please)

Owner

Applicant/Agent

1.3 Indicate any mortgages, holders of charges or other encumbrancers with respect to the subject property (attach a separate page if required).

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street number) (Street name) (City/Town/Township)

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Ext \_\_\_\_\_ Fax \_\_\_\_\_

**2.0 LOCATION AND DESCRIPTION OF PROPERTY**

**2.1** Municipal Address \_\_\_\_\_  
(Street number) (Street name) (Town/Township)

Lot Number(s) \_\_\_\_\_ Concession \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

Former Township \_\_\_\_\_

**2.2** Dimensions: Lot Frontage \_\_\_\_\_ m ( \_\_\_\_\_ ft.) Lot Depth \_\_\_\_\_ m ( \_\_\_\_\_ ft.)

Lot Area \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) \_\_\_\_\_ ha \_\_\_\_\_ ac

**2.3** Are there any easements or restrictive covenants affecting the subject lands?

No  Yes *If Yes, describe the easement or covenant and its effect.*

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**3.0 PLANNING INFORMATION**

**3.1** Official Plan (Land Use) Designation: \_\_\_\_\_

**3.2** Existing Zoning: \_\_\_\_\_

**3.3** Existing Use(s) of Property and any Buildings: \_\_\_\_\_

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**3.4 Nature of Proposal or Proposed use(s) of Property and any Buildings:** Be as specific as possible in describing how the land and structure(s) will be used and whether you intend to construct new, add to existing, alter the site, demolish, etc. If additional space is required, please attach a separate page.

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**3.5 Buildings or Structures**

Existing (*Date of Construction*) \_\_\_\_\_

Proposed \_\_\_\_\_

**3.6 Existing Use of Abutting Properties:**

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

**4.0 DEVELOPMENT DATA**

**4.1 Total Building Coverage (ground floor area measured from outside walls):**

**i) Main Building**

Proposed \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) + Existing \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) =

Total \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) ( \_\_\_\_\_ % of lot area)

**ii) Accessory Buildings**

Proposed \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) + Existing \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) =

Total \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) ( \_\_\_\_\_ % of lot area)

**4.2 Total Building Area (all floors measured from outside walls):**

**ii) Main Building**

Proposed \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) + Existing \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) =

Total \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) ( \_\_\_\_\_ % of lot area)

**ii) Accessory Buildings**

Proposed \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) + Existing \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) =

Total \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft.<sup>2</sup>) ( \_\_\_\_\_ % of lot area)

**4.3 Building Height:**

**i) Main Building**

Proposed \_\_\_\_\_ m ( \_\_\_\_\_ ft.) Existing \_\_\_\_\_ m ( \_\_\_\_\_ ft.)

**ii) Accessory Building**

Proposed \_\_\_\_\_ m ( \_\_\_\_\_ ft.) Existing \_\_\_\_\_ m ( \_\_\_\_\_ ft.)

**4.4 Sign**

**i) Type of**

**Sign/Description** \_\_\_\_\_

\_\_\_\_\_

Surface Area \_\_\_\_\_ m<sup>2</sup> ( \_\_\_\_\_ ft<sup>2</sup> )

**4.5 Loading Spaces:** No. \_\_\_\_\_

**Typical Dimensions (m):** Length \_\_\_\_\_ Width \_\_\_\_\_ Vertical Height Clearance \_\_\_\_\_

**4.6 Parking:** No. of Spaces \_\_\_\_\_ No. of Handicapped Spaces (*if applicable and included in the above total*) \_\_\_\_\_

Standard: Typical Dimension \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

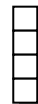
Handicapped: Typical Dimension \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

**4.7 Start Date of Construction** \_\_\_\_\_  
mm/dd/year

**Completion Date of Construction** \_\_\_\_\_  
mm/dd/year

**Estimated Cost of Construction \$** \_\_\_\_\_

**4.8 Access** (*check appropriate space*) Provincial Highway  
Municipal Road  
Private Road  
Right of Way



**4.9 Site Servicing** (*Check appropriate box*)

**i) Water**

- Municipal Water
- Privately owned and operated individual well
- Privately owned and operated communal well
- Lake or other water body
- Other means \_\_\_\_\_

**ii) Sewage Disposal**

- Municipal Sewage
- Privately owned and operated individual septic system  Class \_\_\_\_\_
- Privately owned and operated communal septic system
- Other means \_\_\_\_\_

**5.0 SUPPORTING INFORMATION**

The following must be submitted to the Planner along with this application form:

- i)** Application fee payable to the Municipality of Casselman
- ii)** Copy of the Deed for the Property **1 copy**
- iii)** Property Survey Plan **1 copy**
- iv)** Site Plan (see Appendix 1 for requirements) **3 copies**
- v)** Landscape Plan **3 copies**
- vi)** Site Servicing Plan **3 copies**
- vii)** Grading and Drainage Plan **3 copies**
- viii)** Site Lighting Plan (Commercial and Industrial only) **2 copies**
- ix)** Studies/Approvals required by Municipality **Contact Planner for**

**Requirements**

- x) Agency Approvals i.e. MOE, MTO, MNR, DFO, CA; Certificate of Insurance; Financial Security

(Appendix '1' sets out the requirements for the contents of the Site Plan drawings. Please refer to this guideline in preparing the site plan.)

**6.0 AUTHORIZATION**

**6.1 AUTHORIZATION FOR AGENT TO MAKE THE APPLICATION**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We \_\_\_\_\_ being the registered owner(s) of the land described herein, am (are) aware of the intended use as requested herein and have no objection to this application being submitted.

\_\_\_\_\_  
Registered Owner (s)

\_\_\_\_\_  
Date

**6.2 AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be used in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**6.3 CONSENT OF THE OWNER**

Complete the consent of the owner concerning personal information below.

**CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**7.0 ADDITIONAL STUDIES OR INFORMATION**

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of Additional Studies or information required by the Municipality:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*(NOTE: LIST TO BE PROVIDED BY MUNICIPALITY)*

**8.0 DECLARATION**

**NOTE: ALL APPLICANTS SHALL ENSURE THAT A ‘COMPLETE APPLICATION’ UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THIS DECLARATION**

I hereby declare that the information contained in this application and on the attached plan and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Sworn (or declared) before me  
at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant or Agent

# APPENDIX 1

## 1.0 Drawing Requirements

This section of the guide sets out the detail which should appear on each drawing submitted in support of an application for site plan approval. Please use the “check boxes” when preparing drawings to ensure that the Municipality’s drawing requirements are fulfilled. Please note that this is a standard list which covers drawings prepared in conjunction with most forms of development. Additional detail may be required for certain projects. The Municipality reserves the right to request additional drawing detail where it is deemed necessary. All drawings submitted for site plan approval must be folded to a size not larger than 9”x12”.

### 1.1 Information – Common to All Drawings

The information listed below **should appear on all drawings** except the Survey Plan, Floor Plan and Elevations. (Please refer to the specific sub-headings for lists of data to appear on these drawings).

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| <ul style="list-style-type: none"> <li>a) Border, legend containing pertinent project information, the firm(s) responsible for preparation of the drawing, date, scale, job reference number, and a revision block; <input type="checkbox"/></li> <li>b) Key plan, north arrow, and bar scale; <input type="checkbox"/></li> <li>c) Concession and lot number, registered plan number, block and lot reference and/or municipal address wherever applicable; <input type="checkbox"/></li> <li>d) Property lines including bearings and distances of the subject property; <input type="checkbox"/></li> <li>e) Dimensional reference to the nearest intersection of public roads; <input type="checkbox"/></li> <li>f) Existing and/or proposed street widening and 0.3 metre reserves; <input type="checkbox"/></li> <li>g) Easements or rights-of-way on or adjacent to the site; <input type="checkbox"/></li> <li>h) Abutting road right-of-way width and centre lines including any adjacent municipal installations including, but not limited to, traffic islands, utility poles, fire hydrants, catch basins, manholes, sidewalks, transformers, signs, etc.; <input type="checkbox"/></li> <li>i) Proposed name(s) of private road(s); <input type="checkbox"/></li> </ul> | <ul style="list-style-type: none"> <li>j) Existing and proposed driveways and existing accesses and driveways of adjacent properties including those on properties on the opposite side of the road to that of the subject site; <input type="checkbox"/></li> <li>k) Existing watercourses, swale, culvert, retaining wall, embankment, catch basin, and other man-made or natural features on or adjacent to the site; <input type="checkbox"/></li> <li>l) Location and size of existing trees and shrubs; <input type="checkbox"/></li> <li>m) Existing contours or spot elevations extending a minimum of five (5) metres beyond the property boundary; <input type="checkbox"/></li> <li>n) Buildings or structures on adjacent lots and mutual features such as parking areas, etc. within five (5) metres of the subject property boundary; <input type="checkbox"/></li> <li>o) Location of existing and proposed buildings and accessory facilities, vehicular and pedestrian entrances, projections, canopies, ground signs, etc.; <input type="checkbox"/></li> <li>p) Layout of parking spaces, aisles, and driveways; <input type="checkbox"/></li> <li>q) Layout of pedestrian accesses, sidewalks, courts, and entrances; <input type="checkbox"/></li> <li>r) Location and form of garbage disposal facilities; <input type="checkbox"/></li> <li>s) Normal water level and established floodplain boundary of any adjacent rivers or watercourses; <input type="checkbox"/></li> <li>t) Adjacent property owned or controlled by the applicant; <input type="checkbox"/></li> <li>u) Proposed phasing of the development; <input type="checkbox"/></li> <li>v) Stamps, signature, and date by a member-in-good-standing of the OAA, OALA, APEO, OLS, etc., as may be required. <input type="checkbox"/></li> </ul> |
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### 3.2 Survey Plan

- a) a current property survey or registered plan, certified and dated by an Ontario Land Surveyor, must accompany the submission for Site Plan Approval.



### 3.3 Site Plan

- a) Dimensions and height of all existing and proposed buildings, structures, and accessory facilities;
- b) Dimension of front, side, and rear yards and the distance between each building on the site and between building on the site and between buildings on the site abutting property lines measured perpendicular from the property line to the nearest point on the buildings;
- c) Layout of parking and loading spaces, aisles, driveways, curbs, ramps, and lay-bys, etc. showing dimensions, curve radii and proposed materials, parking for the handicapped, vehicular circulation routes (show whether one or two way), and fire routes;
- d) Development Data legend showing gross site area, net site area (gross area minus road widening), gross building floor area, building coverage as a percentage of gross site area, landscaped area in square metres, and as a percentage of gross site area, parking spaces required and provided, density and breakdown or different land uses including unit sizes, maximum building height, etc.;
- e) Label general areas proposed to be landscaped such as location of berms, areas to be planted, sodded or seeded, walkways, etc.;
- f) Location, height, and type of existing and proposed fences or walls;
- g) Location and design of garbage disposal facilities;
- h) Proposed staging of the development of the property;
- i) Location, height, and direction of exterior lighting;
- j) Approximate location and height of buildings or structures on adjacent sites;
- k) Location and extent of exterior ground floor privacy areas (i.e. patios, decks, porches, etc.);
- l) Proposed snow storage areas;
- m) Location, height, and design detail of proposed free standing signs;

- n) Location of main and secondary entrances, emergency exits, overhead doors, etc.;
- o) Location of 1.2 metre (4 feet) wide easements to ensure that the **owners** of interior units of any block of townhomes have a right of access across abutting units' yards for maintenance access to their units.

### 3.4 Landscape Plan

- a) Existing trees, accurately located in plan and clearly specified as to its type, caliper, and condition. Existing trees to be removed must be indicated with a broken line;
- b) Proposed planting plan, using a key system to indicate the full botanical name, common name, quantity, caliper, height, spread, condition, and special remarks;
- c) Edges of mass planting beds;
- d) Location and dimensions of natural and man-made features such as berms, catch basins, swales, ponds, ditches, and storm water retention areas;
- e) Location, dimensions, and proposed surface materials for walkways, courts, entrances, walls, and fences;
- f) Location (site lighting plan) of exterior site lighting;
- g) Proposed snow storage and garbage storage areas;
- h) Installation details for proposed tree planting, shrub planting, shrub spacing, groundcover, fence, wall and screen details, walkways, ramps, pre-cast paving stone installation, and specialty patterns or treatments, etc.

### 3.5 Elevations

- a) Border, legend containing pertinent project information, the firm(s) responsible for the preparation of the plan, date, and scale;
- b) Include four main exterior elevations of the building(s) indicating the following: 
  - i. Design concept of the proposed building(s);
  - ii. Details of public areas and special features;

- iii. Entrances, doors, arcades, etc.;
- iv. Recesses, projections, and special features;
- v. Proposed exterior finishing materials;
- vi. Finished grade, floor, and roof elevations;
- vii. Proposed signs, lights, equipment, and equipment housing;
- viii. Outline elevations of adjacent buildings drawn in correct relationship to the proposal.

### 3.6 Floor Plan(s)

- a) Border, legend containing pertinent project information, the firm(s) responsible for the preparation of the plan, date, and scale;
- b) Show general layout, proposed uses and dimensions of the interior space;

### 3.7 Site Servicing Plan

- a) Location, size, length, material, proposed grade, class of pipe, and invert elevations at all connections of all storm and sanitary sewer pipes;
- b) Location, size, and grade of private sanitary and storm drain connections;
- c) Invert, finish grade elevation, and numbers for all manholes;
- d) Where utilities cross, show the obvert of the lower pipe and the invert of the upper pipe;
- e) Adequate easements must be given for protection;
- f) Manholes, catch basin manholes, and catch basins;
- g) Ditches and swales must show slope of ditch and side slopes;
- h) Location, size, and material of water mains, and firefighting siamese connections;
- i) Hydro transformer vaults and access routes or pads;
- j) Location, size, and elevation of all existing underground utility lines on or adjacent to the site;
- k) Existing centre line of road and boulevard grades;

- l) Insulation on all sewers with less than 1.5 metres of cover.

### 3.8 Grading and Drainage Plan

- a) Existing and proposed contours or spot elevations throughout the site, along the property line, and on abutting properties within 5 metres of the subject property boundary;
- b) Benchmarks;
- c) Elevations of existing and proposed catch basins, manholes, and culverts on site, within adjacent road allowances and on abutting properties within 5 metres of the subject property boundary;
- d) Proposed method of land drainage and stormwater retention/disposal methods including soakways, ponding areas, and intended direction of surface flow. Include details as required;
- e) Proposed ponding elevations of both the 5 and 100 year ponding areas;
- f) Location and detail of surface water outlets; [minimum culvert size 0.45 m (18 inches)]
- g) Location and detail of swales (minimum grade 1.5%);
- h) Direction of surface flow (arrows showing the percent of slope);
- i) Proposed material, elevations, and grading of driveways, ramps, walkways, and curbs;
- j) Cross-sectional details of curbs and pavement including asphalt, granular, base and sub-grade;
- k) Location and extent of proposed curb and road cuts;
- l) Construction details of proposed retaining walls or similar features;
- m) Spot elevations at top and bottom of curbs, breaks in slopes, high points, etc.;
- n) Location and finished elevation of catch basins and manholes;
- o) Features (trees, planting beds, berms, hard surface areas, rock outcrops, etc.) that are to be preserved and that are proposed;

- p) Finished ground elevation (proposed) at the building line;
- q) Finished first floor elevation of all buildings on site;
- r) Top of foundation and underside of footing elevations;

- j) Canada Post mail boxes;
- k) Closest location which hard and soft landscaping may be placed in relation to street furniture;
- l) Utilities sharing the same trench are to be indicated on the drawing as a single line with the appropriate initial to detail which utilities reside in the trench (i.e. H=Hydro).

**3.9 Composite Utility Plan  
(Residential Development Only)**

- a) Correct lotting as shown on the registered plan or property survey;
- b) Location of sanitary sewers, storm sewers, and watermains;
- c) Show driveways that require clearances from transformers and fire hydrants;
- d) Utility service drop locations;
- e) Sewer lateral service locations;
- f) Streets, dimensioned for both roadway and utilities;
- g) Typical utility road cross-section;
- h) Streetlighting system (if applicable);
- i) Street furniture (i.e. pedestals);

**3.10 Site Lighting Plan (Commercial and Industrial Developments Only)**

A Site Lighting Plan may be required for commercial and industrial developments. The Public Works Department should be contacted regarding special lighting design requirements within municipal rights-of-way. The following information must be shown on the Lighting Plan.

- a) Location, height, and direction of exterior lighting;
- b) Writing layout from hydro service to all fixtures;
- c) Fixture details (i.e. sectional view specifying manufacturer, materials, etc.);
- d) Illumination pattern and footprint for proposed fixture layout (may be required, check with Department Staff).