

**CORPORATION OF THE  
MUNICIPALITY OF MEAFORD**



**APPLICATION FOR  
REVIEW/APPROVAL OF SITE PLAN OR REVIEW  
OF SUBDIVISION/CONDOMINIUM**

---

**Application is hereby made to:**

*Clerk:* Robert Tremblay  
The Municipality of Meaford  
21 Trowbridge Street West  
Meaford, ON N4L 1A1

Phone: 519 538 1060  
Fax: 519 538 1556

Approval Authority:  
Municipality of Meaford  
Municipal Council

**FOR OFFICE USE ONLY**

Date Accepted: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Roll Number(s): \_\_\_\_\_  
Municipal Fee: \_\_\_\_\_ Paid[ ]  
Conservation Authority  
Fee Required: \_\_\_\_\_  
Health Unit Fee Required: \_\_\_\_\_  
Other Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 
- Please Print or Check Applicable Boxes.
  - Covering letter may be submitted if more space is required.
  - Applicants are encouraged to pre-consult with Municipal Staff concerning any other additional requirements or standards
  - Additional Fees or conditions may apply. Please refer to Municipal Fees and Charges By-Laws.
  - Security Deposits – The developer agrees to pay to the municipality the cost of the municipal consultants involved in processing and professional review of this application, including but not limited to the cost of the municipal solicitor for preparations of an Agreement and the cost of the municipal Engineer for checking of Plans and specifications and for supervision and inspection on behalf of the municipality.

As invoices are received from municipal consultants, they will be billed to the applicant. The full security deposit must remain with the Municipality for the duration of the application. It is further agreed that default on any payment not made within 30 days of being invoiced by the municipality shall be liable for the payment of interest thereon, and may be considered as default of this application.

---

Service	Security Deposit	Fee
<b>Development/Site Plan Review</b>		
Major		Scale Specific Calculation (as per Appendix A to fee by-law)
Minor		
<b>Development Agreements</b>		
Pre-Servicing Agreement	\$2,500.00	\$1,750.00
Pre-Development Agreement	\$2,500.00	\$1,500.00
Subdivision/Development Agreement	\$5,000.00	\$10,000.00
<b>Site Plan Agreements</b>		
Major	\$5,000.00	\$10,000.00
Minor	\$1000.00	\$1,200.00
<b>Site Plan Agreement Amendments</b>		
Major	\$1,000.00	\$750.00
Minor	n/a	\$350.00
<b>Works Fee Deposit</b>		
Minor	\$5,000.00	
Major	\$10,000.00	
Works Fee Balance		Calculated based on costs of works
<b>Modifications</b>	<b>50% of initial agreement fee and Security Deposit if Required</b>	

Development		Site Plan Approval	
Review Fee	\$	Review Fee	\$
Agreement Fee	\$	Agreement Fee	\$
Agreement Security	\$	Agreement Security	\$
Works Fee Deposit	\$	Works Fee Deposit	\$

**PART A APPLICANT INFORMATION**

1) (a) Registered Owner's Name(s): \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Cell \_\_\_\_\_

(b) Authorized Applicant's Name (If different than above) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Cell \_\_\_\_\_

**Applicant's Relationship to Subject Lands:**

Registered Property Owner

Holder of Option to Purchase Subject Lands

Signing Officer of Corporation

Other [Specify] \_\_\_\_\_

(c) Authorized Agent's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Cell \_\_\_\_\_

(d) Send all correspondence to: (Choose One) -  Applicant  Agent

**PART B PROPERTY INFORMATION**

2) Subject Land (the entire parcel prior to severance)

Municipal Address \_\_\_\_\_

Former Township:  St. Vincent  Sydenham  Town of Meaford

Legal Description: Lot \_\_\_\_\_ Concession \_\_\_\_\_ Registered Plan \_\_\_\_\_

Part(s) \_\_\_\_\_ of Lot(s) \_\_\_\_\_

Date lands were acquired by current owner(s) \_\_\_\_\_

3) Description

(a) Description of the Entire Property (in metric units)

Lot Frontage \_\_\_\_\_ Lot Depth \_\_\_\_\_ Lot Area \_\_\_\_\_

4) What is the current planning status?

Official Plan Designation:

- Agricultural
- Specialty Agriculture
- Rural
- Rural Settlement Area
- Rural Highway Commercial
- Future Urban Expansion Area
- Urban Living Area
- Urban Employment Area
- Urban Highway Commercial

- Downtown Core Commercial
- Downtown Core Transition
- Institutional
- Environmental Protection
- Shoreline
- Harbour Open Space
- Major Open Space
- Major Recreation
- Mineral Resource Extraction
- NEC Area

5) Zoning By-Law:

- Residential One (R1)
- Residential Two (R2)
- Residential Three (R3)
- Residential Four (R4)
- Hamlet Residential (R5)
- Residential Multiple (RM)
- Residential Transitional (RT)
- Country Residential (CR)
- Rural Residential
- Shoreline Residential
- Residential Limited Service (RLS)
- Mobile Home Park (MH)
- Downtown Commercial (C1)
- Highway Commercial (C2)
- Neighbourhood Commercial (C3)
- Rural Highway Commercial (C4)

- Hamlet Commercial (C5)
- Harbour Commercial (C6)
- Restricted Industrial (M1)
- General Industrial (M2)
- Rural Industrial (M3)
- Agriculture (A)
- Rural (RU)
- Special Agricultural (SA)
- Development
- Environmental Protection (EP)
- Harbour (HAR)
- Institutional (I)
- Mineral Aggregate Resource (MAR)
- Major Recreation (MR)
- Open Space
- NEC Area
- Other: \_\_\_\_\_

6) Please indicate whether any of the following environmental constraints apply to the subject land:

- Wetlands
- Floodplains
- Streams, ravines and lakes
- Water Resources
- Wooded Areas and Forest Management
- Fisheries, Wildlife and Environment

- Niagara Escarpment Plan
- Heritage Resources
- Specialty Crop Lands
- ANSI's
- Aggregate Resources
- Thin Overburden (Karst)
- Solid Waste Management
- Sewage Treatment Plant

7) Indicate the Type of Road Access:

- Provincial Highway Access
- County Road
- Open and Maintained Municipal Road Allowance
- Non-maintained/Seasonally Maintained Municipal Road Allowance
- Private Right-of-Way
- Water Access (**Not Supported by the Municipality of Meaford**)

8) If access to the subject land is by water only, what are the parking and docking facilities at the site and what is the approximate distance of these facilities from the subject land to the nearest public road?

**(Not Supported by the Municipality of Meaford)**

9) Indicate the Applicable Water Supply and Sewage Disposal

	Existing	Proposed
1. Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>
2. Communal Water	<input type="checkbox"/>	<input type="checkbox"/>
3. Private Well	<input type="checkbox"/>	<input type="checkbox"/>
4. Municipal Sewers	<input type="checkbox"/>	<input type="checkbox"/>
5. Communal Sewers	<input type="checkbox"/>	<input type="checkbox"/>
6. Private Septic	<input type="checkbox"/>	<input type="checkbox"/>

Does this application permit development on privately owned and operated individual or communal septic systems, and if so, would more than 4500 litres of effluent a day be produced as a result of the development being completed?

Yes  No  N/A

If yes, you **MUST** provide a Servicing Options Report and a Hydrogeological Report.

10) Storm Water Management

(a) Describe any alterations proposed for grading, drainage and storm water management purposes (use site plan where appropriate):

	Existing	Proposed
1. Sewers	<input type="checkbox"/>	<input type="checkbox"/>

- 2. Ditches
- 3. Swales
- 4. Other (specify)

(b) Indicate the type of drainage for the property:

---



---

11) Describe the **existing use** and how long the existing use has continued.

---



---



---



---



---

12) Mortgages, Restrictions, Covenants, Etc.

(a) Names and addresses of all mortgages, holders of charges or other encumbrances with respect to the subject lands:

---



---



---

(b) Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of the subject lands? Yes  No

If yes, has an amendment to the Site Plan and/or Agreement been applied for? Yes  No

(c) Are there any easements, right-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (If yes, describe what they are, indicate on drawing if applicable and include Site Plan and/or Agreement if applicable)

---



---

---

13) Other Related Planning Applications

Has the owner or applicant made application for any of the following, either on or within 120 meters of the subject lands?

- Official Plan Amendment
- Plan of Subdivision
- Site Plan Control
- Zoning By-Law Amendment
- Consent (Severance)
- Niagara Escarpment Development Control Permit
- Minister's Zoning Order

Indicate the following information for each applicable application:

Application File Number: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Lands Affected: \_\_\_\_\_

Purpose: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on this Application: \_\_\_\_\_

14) Abutting and Nearby Lands

- (a) Interest in abutting lands - Does the owner or applicant of the subject lands own or have legal interest in any lands abutting the subject lands? If yes, describe the interest.

\_\_\_\_\_  
\_\_\_\_\_

- (b) Describe the present use on all properties abutting the subject lands.

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

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

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

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

\_\_\_\_\_

15) Agricultural Property History on the subject parcel

(a) What type of farming has been conducted?

Beef

Dairy

Swine

Poultry

Sheep

Cash Crop

Other (describe) \_\_\_\_\_

Describe in detail the size, age and feed type used for the type of farming that is conducted: \_\_\_\_\_

\_\_\_\_\_

(b) How long have you owned the farm? \_\_\_\_\_

(c) Are you actively farming the land (or – do you have the land farmed under your supervision)?

Yes – For how long? \_\_\_\_\_

No – When did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

\_\_\_\_\_

(d) Area of total farm holding: \_\_\_\_\_

(e) Number of tillable acres: \_\_\_\_\_

(f) Do you own any other farm properties?

Yes

No

If yes, indicate: Lot: \_\_\_\_\_

Concession: \_\_\_\_\_

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



Total Acres: \_\_\_\_\_

(g) Do you rent any other land for farming purposes?

Yes

No

If yes, indicate: Lot: \_\_\_\_\_

Concession: \_\_\_\_\_

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

Total Acres: \_\_\_\_\_

(h) Is there a barn on the subject property?

Yes  No

Please indicate the condition of the barn. \_\_\_\_\_

How big is the barn? \_\_\_\_\_

What is the present use of the barn? \_\_\_\_\_

What is the capacity of the barn, in terms of livestock? \_\_\_\_\_

(i) Indicate the manure storage facilities on the subject lands

Storage already exists

No storage required (manure/material is stored for less than 14 days)

Liquid

inside, underneath slatted floor

outside, with permanent, tight fitting cover

(treated manure/material) outside, no cover

outside, with a permanent floating cover

outside, no cover, straight-walled storage

outside, roof but with open sides

- outside, no cover, sloped-sided storage
- Solid
  - inside, bedded pack
  - outside, covered
  - outside, no cover,  $\geq 30\%$  DM
  - outside, no cover, 18-30% DM, with covered liquid runoff storage
  - outside, no cover, 18-30% DM, with uncovered liquid runoff storage

(j) Are there any barns on other properties within **1000 meters** (3,280 ft) of the subject lands?

Yes  No

**If the answer is yes, these barns and distances to the subject property must be shown on the sketch. The following questions must be answered for each property containing a barn regardless of current use.**

(k) What type of farming has been conducted on this other property?

---



---



---

(l) Indicate the number of tillable acres on other property: \_\_\_\_\_

---

(m) How big is the barn ? \_\_\_\_\_

(n) Capacity of barn in terms of livestock: \_\_\_\_\_

---

(o) Manure Storage facilities on other property (see storage types listed in question (i) above)

---

---

---

**Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application.**

PART C      PROPOSAL

16) Describe the **nature and extent of proposed use** of the subject lands.

---

---

---

---

---

17) Describe the reasons for the application(s).

---

---

---

---

---

18) Describe the timing of the proposed development, including phasing.

---

---

---

---

---

19) Please complete the following table:

Proposed Uses	Number of Residential Units	Number of Lots/Blocks (as labeled on plan)		Area in Hectares	Density Proposed (Specify units per hectare)	Bedroom Count (Specify by number of residential units)	Floor Coverage (m2)	Parking Provided
		Lots	Blocks					
<b>RESIDENTIAL</b>								
Detached Dwellings								
Semi-detached dwellings								
Row, Townhouse								
Apartments								
Other								
<b>NON RESIDENTIAL</b>								
Neighbourhood Commercial	n/a				n/a	n/a		
Other Commercial	n/a				n/a	n/a		
Industrial	n/a				n/a	n/a		
Parkland Dedication	n/a				n/a	n/a		
Open Space and Hazard Lands	n/a				n/a	n/a		
Institutional (Specify)	n/a				n/a	n/a		
Road Allowances	n/a				n/a	n/a		
Other (Specify)	n/a				n/a	n/a		

20) If the other residential, institutional or other column above has been filled out please explain the use.

---



---



---

Provide the following details for all buildings. (Use separate page if necessary)

Building Type:						
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Date of Construction						
Ground Floor Area (m <sup>2</sup> )						
Gross Floor Area (m <sup>2</sup> )						
Number of Stories						
Width (m)						
Length (m)						
Height (m)						
Use						
Setback from front lot line (m)						
Setback from rear lot line (m)						

Setback from side lot lines (m)							
------------------------------------	--	--	--	--	--	--	--

## 21) Site Plan Requirements

A detailed Site Plan (Drawing) drawn to scale, is required to be submitted together with any Site Plan, Subdivision or Plan of Condominium Review application. The Site Plan must provide sufficient details of the intended development in order to assist in understanding the proposal, including the boundaries and dimensions of the subject land, the size and location of proposed uses, related facilities and all other property information described under Part B. Generally, the following detailed information should be included with the Site Plan.

- Lot Frontage
- Number, Dimensions and Surface Treatment of Parking Spaces and Aisles
- Number and Dimensions of Loading Spaces
- Location of all Ingress and Egress Points and Dimensions
- Easements of restrictive covenants
- Adjacent land uses, buildings and structures
- Public Roads, Allowances and Rights-of-Way, including width and proper name, indicating if it is unopened
- All Environmental Constraint Areas
- All Buildings and Structures with dimensions including front, side and rear yard setbacks
- Existing and proposed drainage or other storm management facilities
- Berming/Screening
- Internal Driveways and Lanes including dimensions
- Landscaped/Grassed Areas – including area
- North Arrow and Scale
- Location of wells and septic tanks
- If access is by the water only, indicate the location of the parking and docking facilities to be used.
- The location of any easements affecting the subject lands

Provide any other Site Plan information considered relevant to the proposal.

**Note:** Where redevelopment is proposed, any existing building(s) to be removed should also be shown on the Site Plan.

**22) Additional Supporting Documents**

List any supporting documents: (e.g. Environmental Impact Study, Hydrologic Report, Traffic Study, Market Area Study, Aggregate License Report, Storm Water Management Report)

---

---

---

---

---

---

---

---

**PART D STATEMENT OF COMPLIANCE**

**23) Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?**

Yes

No

**24) Is the subject land within an area of land designated under any provincial plan or plans?**

Yes

No

If yes, does the application conform to or does not conflict with the applicable provincial plan or plans.

---

---

---

---

---



PART E AUTHORIZATION AND AFFIDAVIT

25) OWNER'S CONSENT (Freedom of Information):

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation I(we), \_\_\_\_\_ and, \_\_\_\_\_

*Name of Owner(s)*

hereby acknowledge the above-noted and provide my/(our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

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

\_\_\_\_\_  
*Signature of Witness* \_\_\_\_\_  
*date*

26) AUTHORIZATION FOR ACCESS:

I (We) \_\_\_\_\_

*Name of Owner(s)*

of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
*city/town/municipality* *county/region*

hereby permit Municipal Staff and its representatives to enter upon the premises for the purpose of performing inspections of the subject property.

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

\_\_\_\_\_  
*Signature of Witness* \_\_\_\_\_  
*date*

PREAMBLE

The undersigned hereby applies to the Council of the Municipality of Meaford under Section 34 of the PLANNING ACT, R.S.O. 1990.

27) **AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

(If the Solemn Declaration is to be completed by other than the registered owner of the subject lands, the owner's written authorization below (or letter of authorization) **must** be completed.)

I (We) \_\_\_\_\_

of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
*city/town/municipality* *county/region*

registered owner of \_\_\_\_\_  
*property description*

do hereby authorize \_\_\_\_\_  
*Name(s) of Authorized Agent(s)*

to act as my (our) agent for the purposes of this application.

\_\_\_\_\_

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

\_\_\_\_\_  
*Signature of Witness* *Date*

28) **AFFIDAVIT – COSTS OF APPLICATION – TO BE COMPLETED BY OWNER(S)**

**Note: This Affidavit must be signed in the presence of a Commissioner of Oaths.**

I/ (We) \_\_\_\_\_  
Name of Owner(s)  
of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
city/town/municipality county/region

hereby acknowledge receiving and reviewing the fee of tariffs related to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any planning matters listed in the fee tariff.

I understand and agree that the Fee and any associated Deposit submitted with this application covers only the anticipated processing cost (i.e. review by the municipality, one Public Meeting and documents, if approved). It is further understood and agreed that any additional costs or requirements, incurred and charged to or by the municipality (i.e. Planning, Legal or Engineering Fees, O.M.B. Hearing Costs, Agreements, Special Studies, other Approvals or Applications, and any other related matters), will be my/our responsibility to pay and/or reimburse the Municipality for same. Failure to pay all associated costs may result in refusal of this application and if not paid forthwith after being invoiced, I agree that such costs shall be added to my municipal tax bill and collected by the Municipality in the same manner such as municipal taxes, or by any other means legally available to the Municipality.

DECLARED before me at the

\_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
city/town/municipality county/region

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signatures of Owner(s)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**29) AFFIDAVIT –SOLEMN DECLARATION – TO BE COMPLETED BY OWNER(S) OR AGENT(S) HAVING COMPLETED THE APPLICATION FORM**

**Note: This Affidavit must be signed in the presence of a Commissioner of Oaths.**

I/ (We) \_\_\_\_\_  
*Name of Owner(s)*  
of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
*city/town/municipality county/region*

solemnly declare that all statements contained in this application and all the information provided is true, an 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.

I have been advised that incomplete and/or inaccurate information will delay the processing of my application and may result in additional costs to me.

DECLARED before me at the

\_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
*city/town/municipality county/region*

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signatures of Owner(s) or Agent(s)*

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*