

**Instructions:**

Prior to making an application a proponent is encouraged to pre-consult with the Municipality to determine the appropriateness of the request and review submission requirements. If the Applicant is not the owner of the subject land, a written statement by the registered owner authorizing the applicant/agent to act on behalf of the owner as it relates to the subject application, must accompany the application (See Section 7.0).

All information submitted in support of this application will be considered public information, including any reports, studies, drawings or other documentation submitted by applicant(s), agent(s), consultants(s) or solicitor(s) (the "Applicant"). The Municipality of West Perth is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The Municipality of West Perth is also permitted to provide copies of the application and any supporting information to any member of the public and/or other third party that requests the information.

In accordance with the Clean Water Act, 2006, a number of municipal drinking water Source Protection Plans ("SPPs") have been developed that apply within the various watersheds within the Municipality of West Perth. It is the responsibility of the Applicant to confirm the applicability of such SPPs as part of this application.

**Application Checklist:**

- |  |   |
|--|---|
| <input type="checkbox"/> One Copy of Completed Application Form  | <input type="checkbox"/> Application fee, payable to the Municipality of West Perth |
| <input type="checkbox"/> Application site plan drawing(s) (Paper <u>and</u> Digital - See Section 5.0) | <input type="checkbox"/> Property Identification Number ("PIN") (not mandatory)     |

Site Plan approval is valid for one (1) year from the date of approval. If a building permit is not issued during this time, Site Plan approval is void. In accordance with Section 41(7) of the Planning Act RSO 1990, the Municipality may require the owner of the land to meet certain conditions to the approval of plans.

**For Help:** For assistance completing this form, please contact:

- the West Perth Building and Zoning Administrator, Diane Chaffe, at (519) 348-8429 Ext. 230 or [dchaffe@westperth.com](mailto:dchaffe@westperth.com); or,
- the West Perth Planner, Susanna Reid at 519-271-0531 x 415 or [sreid@perthcounty.ca](mailto:sreid@perthcounty.ca)

Detailed property mapping information is available at:

[www.perthcounty.ca/en/living-here/maps.aspx](http://www.perthcounty.ca/en/living-here/maps.aspx)

The County and Mitchell Ward Official Plans can be found at:

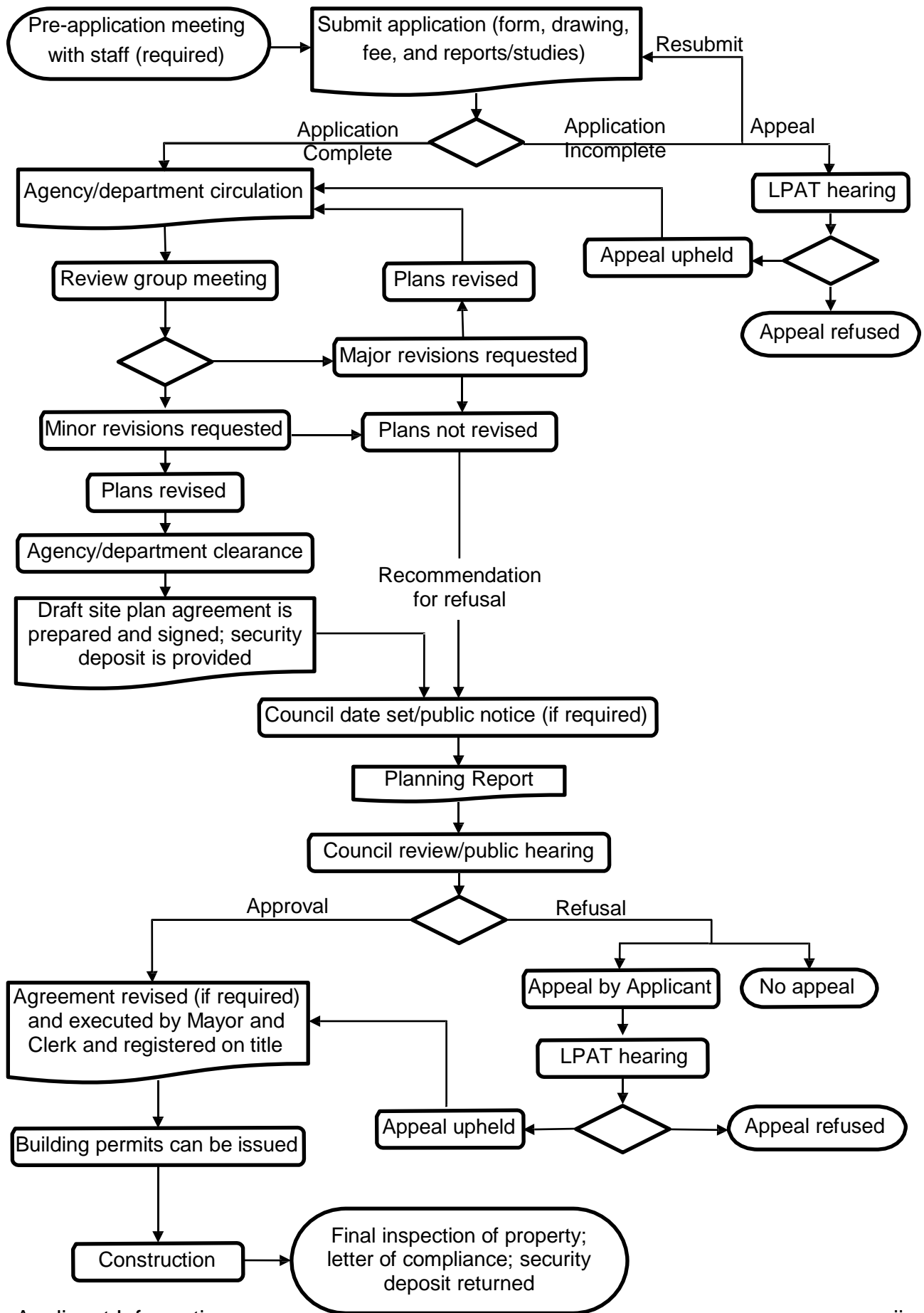
[www.perthcounty.ca/en/county-of-perth-official-plan.aspx](http://www.perthcounty.ca/en/county-of-perth-official-plan.aspx)

<https://www.westperth.com/en/municipal-office/resources/Official-Plan-for-the-Mitchell-Ward-Text-and-Maps.pdf>

West Perth planning documents can be found at:

<https://www.westperth.com/en/business/Planning-and-Development.aspx>

### Site Plan Approval Process Flow Chart



<b>FOR OFFICE USE ONLY</b>		Date Received:
Pre-Con Yes <input type="checkbox"/> No <input type="checkbox"/> Roll: 3130 - ____ - ____ - ____ - ____		
Fee Amount Paid:		
Fee Received Date:		Fee Receipt No.:
<input type="checkbox"/> New Site Plan <input type="checkbox"/> Site Plan Amendment		PIN submitted with application: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>1.0 Applicant Information</b>		
<b>Owner(s)</b>		<b>correspondence to be sent:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		
Address:		
Postal Code:	Phone:	
Email:		
<b>Applicant</b> (complete if applicant is not the owner)		<b>correspondence to be sent:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		
Address:		
Postal Code:	Phone:	
Email:		
<b>Agent</b> (if applicable)		<b>correspondence to be sent:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		
Address:		
Postal Code:	Phone:	
Email:		
<b>2.0 Location of the Subject Land</b>		
Street Address:		Ward:
Legal Description:		
<b>3.0 Names and addresses of any mortgagees, or holders of other encumbrances:</b>		
<b>4.0 Total Building Floor Area</b>		
Existing:	Proposed:	
<b>5.0 Application Drawing(s)</b>		
<p>In order to process a Site Plan Development Application this application must be accompanied by a drawing or drawings showing the information described in Section 3.2 of the Site Plan Design Guidelines. Three (3) large-size paper copies are to be provided. A digital copy of the submitted drawing (.pdf) shall also be provided either by email or on a USB key. CD/DVD/floppy disks, etc. will not be accepted.</p>		

**6.0 Wellhead Protection Area (WHPA)**

Is any part of the subject lands within a WHPA?                      Yes                       No

**7.0 Authorization of Owner for Agent to Make the Application**

I/We, \_\_\_\_\_  
of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
\_\_\_\_\_ am/are the owner(s) of the land that is the subject of this  
application and I/we hereby authorize \_\_\_\_\_  
to act as my/our agent in the application.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature  
Date:

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature  
Date:

**8.0 Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Municipality of West Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Municipality of West Perth for legal counsel and other associated costs to represent the Municipality in defending the decision before the Local Planning Appeal Tribunal (LPAT) will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

**9.0 Consent to Use and Disclose Personal Information**

I/We acknowledge that all information provided on this form (name, address, phone number, e-mail address, etc.), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review. The owner(s)/applicant(s)/authorized agent authorize and consent to the use by or the 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.

Furthermore, I/We hereby authorize Council members and members of the staff of the Corporation of the Municipality of West Perth and/or technical review agencies to enter upon the subject lands for the purpose of evaluating the merits of the subject application and conduct any inspections on the subject land that may be required to perform this duty.

\_\_\_\_\_  
Signature(s)

**10.0 Owner / Applicant Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_  
of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_  
\_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true. Sworn (or declared) before me at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Owner / Applicant

\_\_\_\_\_  
Owner / Applicant

**11.0 Other Information**

(Use this page if additional space is needed to provide information)

Empty space for providing additional information.