



## Application for Site Plan Control Approval

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This application contains two (2) parts

Part 1: Submission Guideline

Part 2: Application Form

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Part 1 provides information that will assist the applicant to complete the required application form, and describes the Town's review/approval process for site plan control approval applications

Part 2 is the actual application form. This form is to be completed in full (including all required plans, documents, and fees) and submitted to the Town at the following address: to the *Attention of the Director of Planning and Development Services:*

*The Corporation of the Town of LaSalle,  
Department of Planning and Development Services  
5950 Malden Road  
LaSalle, Ontario  
N9H 1S4*

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**Note: The applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle.**

**TOWN OF LASALLE**

# Application for Site Plan Control Approval

## Part 1 - Submission Guideline

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### 1. *WHAT IS SITE PLAN CONTROL (SPC)?*

The Town of LaSalle in its entirety is designated as a site plan control area. New and/or expanded commercial, industrial, institutional, multi-unit residential and mixed-use buildings and structures are required to obtain site plan control approval from the town, before building permits can be issued. Individual single detached (with the exception of single detached dwellings in woodlot residential areas), semi-detached, duplex dwellings and agricultural structures are exempted from site plan control approval.

Site plan control approval is used by the town to facilitate and support a high standard of urban design for new and/or expanded buildings and structures and to ensure that on-site facilities and site amenities are designed, built and maintained in such a manner as to improve and enhance pedestrian and vehicular safety, convenience and comfort.

### 2. *LASALLE SPC APPROVAL PROCESS*

***Pre-consultation*** - It is recommended that the applicant and/or the applicant's designated agent meet with town planning, engineering and building department staff before submitting a SPC application, in order for the applicant to become familiar with the town's development, servicing and urban design standards and with all applicable regulations.

***Application Submission*** - The application form, including all required fees, plans and all other supporting material must be submitted (as a complete package) in order for your application to be considered complete. The application and other materials may be dropped off in person or mailed to the LaSalle Planning Department in the LaSalle Municipal Complex at 5950 Malden Road, LaSalle, Ontario, N9H 1S4.

***Staff/Agency Review*** - Once received, the application is reviewed by planning department staff to ensure that it is complete, and then it is circulated to internal and external departments and agencies for review and comment in advance of the Planning Review Committee meeting.

***Planning Review Committee (PRC)*** - The applicant is invited to attend and present the application to the Planning Review Committee. The Town of LaSalle's Planning Review Committee is comprised of staff from various departments and includes representation from LaSalle Council. The LaSalle Planning Review Committee holds monthly meetings, and prepares consolidated staff reports for each Site Plan Control application. The PRC reports are prepared and submitted to LaSalle Council, and include recommendations and comments as required. Revisions (to one or more the required plans and drawings) may need to be made by the applicant, based on staff, agency and PRC comments and recommendations. Final plans are to be prepared by the applicant and submitted to the planning department for approval purposes.

**LaSalle Council Approval (Refusal)** -- Once final plans are received, a draft Site Plan Control Agreement is prepared by the Town of LaSalle for approval and execution by LaSalle Council and the applicant/registered owner. The executed agreement is registered on the title of the property affected in advance of building permits being available from the town. It should be noted that a separate fee is required to be submitted to the town solicitor for the preparation of the SPC agreement. If Council does not approve the application, the SPC application is deemed to be refused and the applicant can appeal Council's decision to the Ontario Municipal Board.

### ***3. SITE PLAN APPLICATION SUBMISSION REQUIREMENTS***

#### **3.1 Required Plans**

All plans submitted with the application shall be legible, accurate, professionally drawn to scale, "black line" prints. The following plans and drawings are required to be submitted to the town for site plan control approval:

- ❑ Plan of Survey;
- ❑ Site Plan;
- ❑ Context Plan;
- ❑ Site Servicing Plan;
- ❑ Landscape Plan (\*see note 2 on page 6 of this guideline);
- ❑ Elevation Drawings (\*see note 2 on page 6 of this guideline).

All plans are to be shown on individual sheets, no combined plans will be accepted, and if all required plans are not submitted, in the required manner, the application will be considered to be incomplete and will be returned to the applicant.

All dimensions, site statistics, and other required numerical information is to be provided in a metric format. Imperial equivalents can be provided on the plans for information purposes only.

In order for the application to be considered complete, the applicant will be required to submit five (5) sets of large scale prints ("D" size drawings), one (1) reduced hard paper copy set (17" x 11" in size, or the metric equivalent), and one (1) digital drawing file in an AutoCAD (up to version 2000) format (.dwg) of all required plans and drawings. These digital files will be kept on file by the town and will be used by Town of LaSalle staff.

***Note: The Applicant is responsible for the accuracy of the information depicted on all plans and is also responsible for ensuring that all required information is provided on all plans submitted to the Town of LaSalle***

### **3.2 General Requirements For All Plans and Drawings:**

- ❑ the municipal address of the subject property, names of adjacent streets, project name, applicant's name, name of firm preparing plans;
- ❑ drawing title and number, preparation date, date of revisions, north arrow, metric scale;
- ❑ appropriate cross-references to other plans, elevation drawings and cross-section drawings;
- ❑ stamp and initials of the appropriate professional who prepared the plans;
- ❑ appropriate site and project statistics, and phasing of development;
- ❑ where the applicant or owner is a registered company, a letter identifying the name of the principal(s) and the name of the executive officer(s) of the company is to be submitted with the plans and drawings;
- ❑ where the applicant is the registered owner, a copy of the deed evidencing ownership is to be submitted with the plans and drawings, and where the applicant is a prospective purchaser, a copy of the offer of Purchase and Sale Agreement is to be submitted with the plans and drawings;
- ❑ where there are easements, rights-of-way or lease agreements affecting the subject site, a copy of the easement, right-of-way or lease agreement document is to be submitted with the plans and drawings;

### **3.3 Plan of Survey (up-to-date with respect to existing conditions)**

- ❑ stamp and initials of a registered/licensed Ontario Land Surveyor;
- ❑ all existing buildings and structures (if any), depicting distances from each building and structure measured to all lot lines;
- ❑ boundaries, dimensions and site area calculations of each legally conveyable parcel(s) of the site;
- ❑ boundaries and dimensions of any abutting lands in which the applicant has an interest;
- ❑ location, width and names of all roads or highways within or abutting the site;
- ❑ location, width and area of any rights-of-way and easements affecting the site;
- ❑ municipal address of buildings on or adjacent to the site;

### **3.4 Context Plan**

- ❑ the proposed development/redevelopment depicted in relation to surrounding buildings, roadways, driveways, sidewalks, bikeways/trails, open spaces, natural features, and adjacent land uses;
- ❑ the context plan is to encompass a larger area (within a 100 metre radius of the subject property) to provide a clear indication as to the manner in which the proposed development/redevelopment fits into the surrounding neighbourhood and/or district;

### **3.5 Site Plan and Site Servicing Plan (2 individual sheets)**

- ❑ stamp and initials of a registered/licensed civil engineer, architect, planner, or other similarly qualified professional;
- ❑ all property lines of the subject site, accurately depicted and dimensioned based on a legal survey plan;
- ❑ exterior ground floor dimensions and outline ("footprint") of all existing buildings and structures and all proposed new buildings and structures, including the location of all building entrances and exits, and setback distances measured to all lot lines from each building and structure (existing and proposed);
- ❑ overhanging buildings and above grade structures, roof and upper storey projections;
- ❑ underground buildings, including transformer vaults, access ramps, vents and stairs;
- ❑ all building setbacks, for all existing and proposed buildings and structures;
- ❑ location, dimensions and details for pedestrian sidewalks, steps, ramps and curbs;
- ❑ width, turning radii, height, gradient and surface material for vehicle access driveways, ramps, and driveway approaches;
- ❑ location, dimension and engineering details for existing and proposed sanitary and stormwater drains, sewers, manholes and connections, water supply services, fire hydrants, hydro poles, pad mount transformers and light standards;
- ❑ location and dimensions for all loading and service areas, where required;
- ❑ location and details for facilities to be provided on-site for the storage and handling of refuse and recycling materials;
- ❑ location and dimensions for occupant, visitor and disability parking spaces and aisle ways for automobiles and storage/parking facilities for bicycles;
- ❑ location of all existing vegetation/natural features; location size and species of vegetation to be removed; and location, size and species of vegetation to be maintained and/or added to the site;

- ❑ location of existing and proposed exterior lighting, ground signs, fences, retaining walls;
- ❑ existing and proposed elevations at property lines, driveways, catch basins and building entrances – to demonstrate proper site drainage and to assess relationship between the proposed development and the abutting land, buildings and roads;
- ❑ tenure of any proposed residential dwelling units (i.e. rental, freehold, condominium);
- ❑ complete building and site statistics for the development, in chart form, to demonstrate compliance with all applicable zoning regulations;

### **3.6 Landscape Plan**

- ❑ stamp and initials of a registered/licensed landscape architect, or other similarly qualified professional;
- ❑ location, size, number and species of existing and proposed plantings on the site and on adjacent road allowance(s);
- ❑ ground cover and paving materials for all existing and all proposed landscaped areas, sidewalks, walkways, vehicular access and other hard and soft-surface areas;
- ❑ location, height and material of all fences, screen walls, retaining walls, play equipment, benches, street trees and street furniture;

### **3.7 Building Elevation Drawings**

- ❑ stamp and initials of a registered/licensed architect;
- ❑ height of proposed buildings in both metres and storeys;
- ❑ the elevations of all proposed new buildings and structures, including the size and design of windows, entrances/exits, and all exterior cladding or surface treatments.

#### **Note:**

- 1. From time to time, depending on the nature of the application, additional information may be required to be shown on individual plans submitted to the town for review and approval purposes. It is important that the applicant meet with staff in advance of submitting a formal application (i.e. pre-consultation), to review the extent and scope of any additional information that may need to be submitted by the applicant (i.e. a traffic impact study).***
- 2. Depending on the nature and scale of the development/redevelopment that is being proposed, required landscape plans and elevation drawings can be submitted by the applicant for review and final approval purposes at the time that the draft site plan control agreement is being prepared (ie. concurrently with the submission of the required fee to the town solicitor for the preparation of the agreement itself). Planning staff will advise the applicant at the pre-consultation meeting whether or not it is necessary to submit draft landscape plans and elevation drawings at the time that the initial SPC application is being received.***



# APPLICATION FOR SITE PLAN CONTROL APPROVAL

## Part 2 - Application Form

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This application form is to be COMPLETED IN FULL, including all required plans and documents and the required fees made payable in cash or cheque to the Approval Authority, the Corporation of the Town of LaSalle.

**TOWN OF LASALLE**

### **1. APPLICANT/AGENT/ARCHITECT-ENGINEER-PLANNER/OWNER INFORMATION**

#### **Applicant:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Agent (Contact Person):**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Architect:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Engineer:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Planner:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### **Registered Owner:**

Name: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Name and Address of all mortgagees, chargees or other encumbrances in respect of the subject lands**

Name: \_\_\_\_\_

Address / City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**2. DESCRIPTION OF THE SUBJECT LANDS**

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

Legal Description: \_\_\_\_\_

Nearest Street Intersection: \_\_\_\_\_

Assessment Roll No.(s): \_\_\_\_\_

Current Official Plan Designation: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current Use of Land: \_\_\_\_\_

Total Lot Area \_\_\_\_\_

Lot Frontage: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

**3. DESCRIPTION OF PROPOSED DEVELOPMENT**

Provide a brief description as to the type of development/redevelopment being proposed, and a description of the land use(s)/business(es) that will be occupying the subject lands:

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

Does the Proposed Development Comply with the Provisions of the Zoning By-law? Yes / No

If the development does not fully comply, please provide a detailed description of all areas of non-compliance \_\_\_\_\_

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**4. PROPOSED DEVELOPMENT STATISTICS**

Building Coverage (%)	Existing _____	Proposed _____
Gross floor area	Existing _____	Proposed _____
Landscape Area (%)	Existing _____	Proposed _____
No. of Dwelling Units	Existing _____	Proposed _____
No. of Parking Spaces	Existing _____	Proposed _____
Building Height	Existing _____	Proposed _____

**5. OTHER APPLICATIONS**

List and describe all other applications made by the applicant under the Planning Act (including file numbers, the name of the approval authority considering the application, and the purpose and the status of the application) within 120 metres / 400 feet of the subject land(s):

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**6. LIST OF REQUIRED PLANS, DRAWINGS AND OTHER DOCUMENTS THAT ARE BEING SUBMITTED AS PART OF THE SPC APPLICATION PACKAGE**

- Plan of Survey            Dated \_\_\_\_\_
- Context Plan                Dated \_\_\_\_\_
- Site Plan                    Dated \_\_\_\_\_
- Site Servicing Plan        Dated \_\_\_\_\_
- Landscape Plan            Dated \_\_\_\_\_ (\*see note 2 on page 6 of guideline)
- Building Elevation  
Drawings                    Dated \_\_\_\_\_ (\*see note 2 on page 6 of guideline)
  
- For Registered Companies -- A letter Identifying the name of the principal(s) and the name of the executive officer(s)
- Where applicant is the registered owner -- A copy of the deed
- Where the applicant is the a prospective purchaser – A copy of the Offer of Purchase and Sale Agreement
- Where there are easements, rights-of-way or leases affecting the subject site – A copy of the easement, rights-of-way and/or lease document(s)

**7. SIGNATURES (all applicable signatures required)**

Registered Owner: \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

Applicant: \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

Authorized Agent: \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

**8. DECLARATION TO BE COMPLETED BY APPLICANT**

I, \_\_\_\_\_ in the County / District / Regional Municipality of \_\_\_\_\_, of the Municipality of the \_\_\_\_\_ of \_\_\_\_\_.

Solemnly declare that:

All the statements contained within this application are true, and the statements contained in all of the enclosures all supporting documentation submitted herewith are 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 \_\_\_\_\_ )  
of \_\_\_\_\_ in the County of Essex )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
\_\_\_\_\_ ) Applicant/Owner

A Commissioner, etc.

**9. OWNER'S AUTHORIZATION MUST BE COMPLETED IF THE REGISTERED OWNER IS NOT THE APPLICANT**

I, \_\_\_\_\_ in the County / District / Regional Municipality of \_\_\_\_\_, of the Municipality of the \_\_\_\_\_ of \_\_\_\_\_.

Solemnly declare that:

\_\_\_\_\_ (name) is authorized to prepare and submit this site plan control application for approval, and that to my knowledge all of the statements contained within this application are true, and the statements contained in all of the enclosures and supporting documentation submitted herewith are 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 \_\_\_\_\_ )  
of \_\_\_\_\_ in the County of Essex )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ )  
\_\_\_\_\_ ) Registered Owner

A Commissioner, etc.

**10. OFFICE USE ONLY (this section of the application form is to be used by LaSalle Staff)**

File No: \_\_\_\_\_ Related File Nos: \_\_\_\_\_

\_\_\_\_\_

Date Application Received: Date: \_\_\_/\_\_\_/20\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Date Application Deemed Complete: Date: \_\_\_/\_\_\_/20\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Amount of Fee(s) Received \_\_\_\_\_

Date of Planning Review Committee Meeting: Date: \_\_\_/\_\_\_/20\_\_\_

Date of Circulation to Staff/Agencies: Date: \_\_\_/\_\_\_/20\_\_\_

Date Comments to Be Received By: Date: \_\_\_/\_\_\_/20\_\_\_

Staff Report Prepared and Submitted to Council: Date: \_\_\_/\_\_\_/20\_\_\_

Date Application Approved (Refused) By Council: Date: \_\_\_/\_\_\_/20\_\_\_

SPC Agreement By-law No: \_\_\_\_\_

Date Active File Closed and Confirmation Letter Sent: Date: \_\_\_/\_\_\_/20\_\_\_