

APPLICATION FOR SITE PLAN APPROVAL

FOR OFFICE USE ONLY

PLANNER: _____ FEE RECEIVED: \$ _____ City \$ _____ Region \$ _____ Conservation Halton	FOLDER NAME: _____ FILE NO.: _____ Previous File: _____ DC No.: _____ Site Area (ha) _____ Heritage Register _____
Official Plan _____ Zoning _____	

For information regarding fees related to Site Plan Approval, please refer to the Development Application Fees schedule available from the Planning Division or the City website.

1. Pre-consult with the Planning Division and submit a preliminary plan to the Site Plan Review Committee for review prior to submitting a formal site plan application.
2. The site plan application submission must be complete before it is accepted for processing.
3. A complete site plan application submission includes:
 - a. The application form properly filled out and fees paid.
 - b. Plans and supporting information **folded** to 8" x 14" and **stapled** into organized sets for circulation as prescribed by the Complete Site Plan Application Matrix. **Rolled up plans will not be accepted.**
 - c. Advice from the Burlington Urban Design Advisory Panel (when applicable).
 - d. Compliance with existing development agreements on title and conditions from other planning approvals.
 - e. Identification of existing private easements and rights-of-way.
4. All communication will be forwarded to the Applicant only.
5. Refer to the Site Plan Application Guidelines manual for more information on the site plan process.

Site Address _____
 Description of Proposal _____

Property Owners _____
 Mailing Address _____
 Telephone & Fax _____ E-Mail: _____

Applicant _____
 Mailing Address _____
 Telephone & Fax _____ E-Mail: _____

Architect _____
 Mailing Address _____
 Telephone & Fax _____ E-Mail: _____

Engineer _____
 Mailing Address _____
 Telephone & Fax _____ E-Mail: _____

APPLICATION DETAILS

TYPE: Commercial Industrial Institutional Other
 Mixed Use: Commercial/Residential Industrial/Office Office/Residential Office/Res/Com
 Residential: Freehold Condominium Rental

Non-Residential Gross Floor Area (m²)	Commercial	Industrial	Institutional	Other
Existing				
Proposed				
Sub Total				
Grand Total				

Number of Residential Dwelling Units	Existing	Proposed
Detached		
Semi Detached		
Triplex		
Fourplex		
Townhouse		
Stacked Townhouse		
Apartment		
Sub Total		
Grand Total		

PROPERTY OWNER AUTHORIZATION

I hereby apply for Site Plan approval, under Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, and declare that the statements made in this application and the information contained in the accompanying plans are true. I understand that Site Plan Approval is required before making an application for any Building Permit.

I also agree and acknowledge that this application and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the City photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

Signature of Applicant

Date

If the Applicant is not the Property Owner, the Property Owner’s authorization is required, as set out below:

I/We _____, being the registered Owner(s) of the subject lands, hereby
(P R I N T)
authorize _____ to prepare and submit this application for Site Plan
(P R I N T)
approval, and to act on my/our behalf as the authorized Applicant.

Signature of Owner

Date

Complete Site Plan Application Matrix	*Standard Circulation for Full Site Plan Application											Additional Circulation (when applicable)						
	Planning	Zoning	Site Engineering	Fire	Transportation	City Forester	Region	Hydro	Police	BAAC	Total	Conservation Halton	MTO	Hydro One	CN	Enbridge	Heritage Burl.	School Boards
Application Form	1	1	1	1	1	1	1	1	1	1	10	1	1	1	1	1	1	*1
Application Fee	1						1				2	1						
Site Plan	2	1	1	1	1	1	*2	1	1	1	12	1	1	1	1	1	1	
Servicing Plan	2	1	1	1	1	1	*1	1	1	1	11	1	1	1	1	1	1	
Grading Plan	2	1	1	1	1	1	*1	1	1	1	11	1	1	1	1	1	1	
Landscape Plan	2	1	1		1	1	*1	1	1	1	10	1	1	1	1	1	1	
Tree Preservation Plan (when applicable)	2	1	1			1					5	1	1	1	1	1	1	
Floor Plan	2	1		1							4							
Architectural Elevations	2	1		1							4							
Common Element Condo Plan (when applicable)	2	1	1				*1				5							
Full set of plans in pdf format	1						1				2							
Noise Study (when applicable)			1				*1				2							
Traffic Impact Study (when applicable)					1		*1				2							
Phase 1 ESA			1				1				2							
MOE Record of Site Condition			1				1				2							
Site Screening Checklist			1				1				2							
Siltation Control Details			1								1							
Lighting Details/Photometrics			1								1							
Outdoor Storage/Screening Details	2	1	1								4							
Bicycle Rack Details	2	1	1								4							
Fencing Details	2	1	1			1					5	1	1	1	1	1	1	
Survey Showing Proposed Buildings (stamped by OLS)		2									2							
AutoCAD File of Site Plan	1										1							
Rooftop Mechanical Screening Details	2	1									3							
Application for Zoning Certificate		1									1							
Letter from arbourist confirming tree preservation methods						*1					1							
8 ^{1/2} x 11 Fire Route Plan				4							4							

- * **Notes**
- Contact the Planning Division to determine the circulation list for Minor Modification and Minor Development applications.
 - School Boards - Circulation for medium and high density residential developments only.
 - Region - Submit studies as needed and an additional set of plans when development is adjacent to a Regional Road.
 - City Forester - Submit letter if a Tree Preservation Plan is submitted.