



### Office Use Only

Date Received: \_\_\_\_\_ Date Complete: \_\_\_\_\_  
 (YY/MM/DD) (YY/MM/DD)  
 File No(s) Fee(s): \_\_\_\_\_ Paid: \_\_\_\_\_

### 1. Applicant Information

Complete the information below and indicate one contact as the Primary Contact.  
 (All communications will be directed to this person(s).)  
 \* If a numbered company, please give name and phone number(s) of principal owner/president.

#### Registered Owner/Applicant Information

Property Owner Information: Check one  Person(s)  Company  
 Registered Land Owner Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Company Officer: \_\_\_\_\_  
 (if company)  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

#### Agent:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

#### Solicitor

Firm Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Legal Name for use with Agreement: \_\_\_\_\_

#### Planning Consultant

Firm Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

#### Engineer

Firm Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_



**2. Location of Property**

**Location of Property** (check an area and complete applicable boxes)

- Georgetown     Acton     401 Corridor     Rural Area     Niagara Escarp Plan Area

Assessment Roll Number: 2415- \_\_\_\_\_ Concession Number(s): \_\_\_\_\_

Lot Number(s): \_\_\_\_\_ Former Township: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Part(s): \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Street Number & Name of Street/Road: \_\_\_\_\_

2.1 List any easements or right-of-ways on the property:

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2.2 Particulars of the Subject Land (in metric units):

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**3. Policy Details**

A. What is the current **Halton Hills Official Plan** land use designation on the subject land?

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B. What is the current **Regional Official Plan** land use designation on the subject land?

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C. What is the current **Niagara Escarpment Plan** land use designation on the subject land (if applicable)?

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D. What is the current **Zoning** on the subject land (list By-law reference)?

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**4. Existing and Previous Uses of the Subject Lands**

4.1 What is the existing use of the subject lands?

4.2 List any existing Buildings or Structures on the Property:

Buildings or Structures*	All Yard Setbacks				Centre line setback from road(s)	No. of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side				

\* Indicate any buildings or structures which are proposed to be removed/demolished

4.3 Is the Subject Land (or Buildings) subject to a Demolition Control By-law or is it either Designated or Identified for possible Designation under the **Ontario Heritage Act**?

- Yes
- No

**5. Proposed Use of the Subject Lands** (attach any additional information on a separate page)

5.1 What is the Proposed use of the Subject Lands?

5.2 Property and Proposed Building details:

Provide details in this column

Lot Area (in square metres)		
Yard Setbacks (in metres)	Front (in metres)	
	Rear	
	Side	
	Side	
Ground Floor Area		
Total Gross Floor Area By Use i.e. office; retail; warehouse etc.		
Number of Storeys		
Building Area		
Maximum Building	a) Principle Buildings	



Height (in metres)		
	b) Accessory Buildings	
Lot Coverage		
Total Number of Units by Type and Occupancy		
Number of Parking Spaces		
Number of Barrier Free Spaces		
Number of Loading Spaces		
Percentage of Lot Covered by Parking, Lanes, Access Parking Stall Dimensions (incl. Barrier Free)		
Loading Space Dimensions		
Percentage of Lot Occupied by Landscaped Area		
Percentage of Lot Occupied by Work Yard, Open Air		
Operations or Outside Storage or Display Area		
Number of Light Standards and Height		
Classification of all Buildings Pursuant to OBC s.3.2.2		
Type of Building Materials (i.e. combustible)		
Is a sprinkler system proposed for within the building?		
Is a standpipe system proposed for within the building?		

5.3 Indicate Land Uses, Zoning, and existing structures on abutting properties:

North: \_\_\_\_\_  
 East: \_\_\_\_\_  
 South: \_\_\_\_\_  
 West: \_\_\_\_\_



**6. Status of Other Planning Applications**

6.1 Are there any existing, or have there been previous applications made under the **Planning Act** or the **Niagara Escarpment Planning & Development Act**: \_\_\_\_\_

- a) That is the subject land?                      Yes              No
- b) That is within 120 meters of the subject land?      Yes              No

c) If Yes to a) or b), and if known, list below or attach on a separate page:  
 The type of application(s) and the file number(s):

\_\_\_\_\_

The legal description of the land that is the subject of the application(s):

\_\_\_\_\_

\_\_\_\_\_

**7. Servicing**

7.1 Indicate the proposed servicing type for the subject land:

**A. Water Supply**

Municipal                      Private Well                      Other, Specify

**B. Sewage Disposal**

Municipally Serviced      On-site Sewage Disposal System      Other, Specify

**C. Road Access and/or Frontage**

Please Specify Road Type (e.g. Open Municipal Road, Regional Road, Provincial Highway, Private Road)

Name of the Road: \_\_\_\_\_

**D. Storm Drainage**

Indicate the proposed Storm Drainage System (e.g. sewers, ditches, swales)

\_\_\_\_\_

**8. Other Information**

8.1 If there is any other information that may be useful to the Town of Halton Hills (or other agencies) in reviewing this application, please list that here. You may explain in a separate or covering letter if necessary.



**9. Acknowledgement of Applicant**

The personal information collected on this form is collected under the authority of the Planning Act as amended. The information is used for the purposes of processing this application. The processing of this application is subject to a public process and the information contained on this application is considered public and available to anyone on request. Questions regarding the collection of this information should be directed to the Towns Records/FOI Coordinator at 905-873-2601 ext. 2356 or [foi@haltonhills.ca](mailto:foi@haltonhills.ca).

\_\_\_\_\_  
 Signature of Applicant/Authorized Agent

\_\_\_\_\_  
 Print Name

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ .

**Declaration**

I/we \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and 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.

**Declare before me at the**

\_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
 Signature of Applicant/Authorized Agent

\_\_\_\_\_  
 Commissioner

1 Copy Required (with original signature)



**Owner Authorization** (Required only if party other than owner is making this application)

File No.: \_\_\_\_\_

I/We \_\_\_\_\_  
the owner(s) of the land being subject to this Application to the Town of Halton Hills do hereby authorize and appoint:

as my/our agent to make this application on/our behalf and to conduct all communications on my/our behalf respecting same.

Location of Land: \_\_\_\_\_

Signature(s):  
X

\_\_\_\_\_  
(print name including company, if applicable)

X

\_\_\_\_\_  
(print name including company, if applicable)

Date: \_\_\_\_\_  
(YY/MM/DD)

**Note:**

- It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).
- If the owner is an incorporated company, the Company Seal shall be applied.



**Agreement to Post Sign and Permit Site Visits**

For the purpose of public notification and staff identification, I agree to erect a sign (2 signs on corner lot) in accordance with the "Town of Halton Hills Sign Requirements" within one (1) week of the date the Town Planner has deemed that the application is "complete".

Furthermore, for the purposes of processing this application, I permit members of the Town of Halton Hills, its various Departments and Committees, and their members/employees/representatives, to enter into my lands and inspect my property at the following time(s):

Please check one of the following boxes:

Any and all times

OR

Certain times as specified below:

Days (i.e. Mon. to Fri.) \_\_\_\_\_

Times (i.e. 10:00 am to 4:00 pm) \_\_\_\_\_

OR

By appointment only

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

\_\_\_\_\_  
Date  
(YY/MM/DD)





Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
www.haltonhills.ca

## SITE PLAN APPLICATION

### Application for Electrical Service

Halton Hills Hydro  
43 Alice Street  
Acton ON L7J 2A9  
Tel: 519-853-3700  
Fax: 519-853-5168

**PLEASE SEE THE REVISED ELECTRICAL SERVICE APPLICATION ATTACHED.**



<b>Checklist</b>
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This checklist must accompany the Site Plan application at the time of submission.

<b>Submission Requirements</b>	<b>Details</b>	<b>Check (√)</b>	<b>Date Completed (YY/MM/DD)</b>
1. Site Plan Application Fees	Town		
	Region		
	Conservation Authority		
2. Application Form	20 Copies, to be completed in full, and notarized by Property Owner		
3. Drawing Package	20 Sets (folded and stapled)		
	▪ Site Plan		
	▪ Landscape Plan		
	▪ Grading/Drainage Plan		
	▪ Elevations		
4. Supporting Reports (5 of each)	▪ Stormwater Management		
	▪ Geotechnical		
	▪ Traffic		
	▪ Siltation (if required)		
	▪ Environmental Site Assessment (if required)		
	▪ Tree Preservation/Inventory (if required)		
	▪ Noise (if required)		
5. Cost Estimates	For All Site Works (incl. 7% GST and 20% contingency)		
	For All Landscaping Works (incl. 7% GST and 20% contingency)		
6. Insurance Certificate	To be signed by Insurer or Insurance Broker		
7. Site Inspection Form	Times to be identified (to be notarized by Property Owner)		
8. Hydro Form	Application for Service (to be notarized by Property Owner)		



### Site Plan Application Fees

Town of Halton Hills Site Plan fees are noted in By-law No. 2007-0028 as further amended by Bylaw No. 2007-0034 and outlined on the Municipal Rates and Service Charges fee schedule which is updated annually.

Cash or cheques only, cheques made payable to "Town of Halton Hills"

#### Notes:

- Minor application fees only apply upon written approval by the Director of Planning or the Manager of Development Review, or the Manager of Policy, in accordance with By-law No. 2003-0115, as amended. Applicants requesting payment of a minor processing fee must attend a pre-consultation meeting with Town and Region staff and therein, must prove that the processing cost of the applicant's complete application will be significantly less than that set out in the standard processing fee.
- Any "Residential" or "Residential Mixed-Use" site plan application that proposes to create more than 50 units will be assessed an additional processing fee (consult current year fee schedule).
- Site Plan approvals, which have lapsed and are proposed for re-activation or re-submission are subject to an application fee.
- Major fees are based on development proposals, which include any new building(s) on any property, as well as major expansions to existing buildings.
- Minor fees are based on development proposals, which include an addition to an existing building, which is less than 25% of the existing floor area size of the current building design, up to a maximum of 185 square metres, depending on total lot area, and at the discretion of the Director of Planning. Minor fees are also applicable to those applications deemed minor by the Director of Planning and not considered exempt from the provisions included herein (i.e. Telecommunications towers, sales trailers etc.)
- **Region of Halton** Site Plan review fees are required – Consult current year fee schedule or contact Halton Region. Cheques only, made payable to "Region of Halton".
- **Conservation Authority** Site Plan review fees may be required – Consult current year fee schedule or contact relevant Conservation Authority.
- Additional fees for other services provided by the Town of Halton Hills or Region of Halton may be imposed (i.e. fees for agreements, development charges, etc.)
- For the purpose of determining Conservation Authority Peer Review Fees, Major applications are those involving larger properties (generally greater than one (1) hectare in size), which contain or lie adjacent to either a flood plain, wetland, watercourse and/or valley feature. All golf courses are considered as major applications.
- The Conservation Authority may provide a refund directly to the applicant if it is found that an application charged at the "major" rate only required the level of review normally associated with the "minor" rate. In such cases the minor rate will be retained and the difference refunded.
- As per provision 16.5 of the Region of Halton MOU, the Conservation Authority may request an amount in addition to the minor or major rate initially specified if the review required a substantially greater level of effort.

(Any Region-set fees may be interpreted as Section 69 – Fees subject to appeal to the OMB. Conservation Authorities will establish a time-based recording system similar to that used by Halton for Peer Review matters to ensure that any appeal of the fee can be properly defended before the OMB).

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