



**Township of Seguin**  
Application for  
**SITE PLAN APPROVAL**

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE  
TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING  
YOUR APPLICATION.**

**SITE PLAN APPROVAL APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached made payable to the Township of Seguin.
  - \$800.00 – Site Plan Application Agreement Major (Registered)
  - \$500.00 – Site Plan Application Agreement Major (Registered) - (Amendment)
  - \$300.00 – Site Plan Application Agreement Minor
  - \$200.00 – Site Plan Application Agreement Minor (Amendment)
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department, if you chose to use this service.
- Copy of your Deed.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin  
5 Humphrey Dr., RR#2  
Parry Sound, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**



**Township of Seguin**  
Application for  
**SITE PLAN APPROVAL**

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: S- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

**ROLL # 4903-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you consult with the Township Planning Department?  Yes  No  
*If yes, please submit a copy of your completed "Consultation Form".*

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple owners exist)*

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**c) Planner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**d) Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**e) Solicitor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**f) Engineer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. DESCRIPTION OF SUBJECT LANDS**

**a) Concession(s):** \_\_\_\_\_

**b) Lot(s):** \_\_\_\_\_

**c) Registered Plan No. :** \_\_\_\_\_ **Lot(s)/Block(s):** \_\_\_\_\_

**d) Reference Plan No. :** \_\_\_\_\_ **Part(s):** \_\_\_\_\_

**e) Geographic Township (former municipality) :** \_\_\_\_\_

**f) Civic Address:** \_\_\_\_\_

**g) Dimensions of subject lands:**

Frontage (m)	Depth (m)	Area (ha)

**h) Official Plan (current designation of subject lands) :** \_\_\_\_\_

**i) Zoning (current zoning of subject lands) :** \_\_\_\_\_

j) Are there any easements or rights-of-way affecting the subject lands?

- Yes
- No

If yes, indicate and describe the purpose of the easement or rights-of-way:

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**3. EXISTING AND PROPOSED USES**

a) Date the subject land was acquired by the current Owner: \_\_\_\_\_

b) Existing uses of the subject land:

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c) Length of time that the existing uses have continued: \_\_\_\_\_

d) Proposed uses of the subject land:

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*\*Attach a separate description if necessary*

e) Location of all buildings and/or structures on the subject land (metric)

Existing:

Type of building / structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

*\*Attach separate sheet if more than 4 existing or proposed structures*

Proposed:

Type of building / structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

f) Dimensions of all buildings or structures on subject land.

Existing:

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

Proposed:

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

g) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

**4. ACCESS**

a) Access to the subject land is provided by: \_\_\_\_\_

- Provincial highway
- Municipal road (year round)
- Municipal road (seasonal)
- Private road / Right-of-Way
- Other road
- Water

b) If access to the subject land is by water only, indicate the following:

*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

**5. SERVICES**

- a) Water is provided to the subject land by:
  - Private well
  - Privately owned/operated communal well
  - Lake or other water body
  - Other: \_\_\_\_\_
  
- b) Sewage disposal is provided to the subject land by:
  - Private sewage system
  - Privately owned/operated communal sewage system
  - Privy
  - Other: \_\_\_\_\_
  
- c) Storm drainage is provided to the subject land by:
  - Ditches
  - Swales
  - Natural
  - Other: \_\_\_\_\_

**6. OTHER APPLICATIONS**

Indicate if the subject land has been subject to any applications under the Planning Act:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

**7. DIRECTIONS: HOW TO GET THERE**

Civic Address: \_\_\_\_\_

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

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## 8. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric**.  
*One copy must be submitted on 8.5" x 11" paper.*

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land and showing the location of all facilities and works to be provided. Indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.
- Location and distances from property line of all proposed and existing structures.

*In addition, the Township may require the following:*

- Proposed widening of highways that abut the land.
- Facilities which provide access to and from the land. (ie: ramps, curbs and traffic direction signs)
- Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
- Walkways and walkway ramps and all other means of pedestrian access.
- Facilities for the lighting.
- Snow storage areas.
- Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
- Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
- Grading and alteration in elevation or contour of the land and provision for the disposal of storm, surface, and waste water from the land and from any buildings or structures.
- Construction mitigation facilities.



**11. DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_

of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application 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 \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Signature of Agent (if Applicable)

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

\_\_\_\_\_  
Commissioners Stamp

**12. ADDITIONAL FEES**

If Planning, Engineering and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

**Please submit this application to the Township of Seguin Planning Department at:**

**Township of Seguin  
5 Humphrey Dr., RR#2  
Parry Sound, ON  
P2A 2W8  
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